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# Historical Records of the City of Hamilton

## 1847 - 1973

URBAN DOCUMENTATION CENTRE
RESEARCH UNIT FOR URBAN STUDIES
McMASTER UNIVERSITY
HAMILTON, ONTARIO

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# HISTORICAL RECORDS OF
# THE CITY OF HAMILTON

January 1986

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# PREFACE

This guide has been prepared to provide researchers with outlines of the principal responsibilities and administrative histories of the civic departments of Hamilton and concise descriptions of historical records retained by the city. No assessment has been made of the long-term or informational value of the material. Funding was provided by the Social Services and Humanities Research Council of Canada and McMaster University. Carolyn Gray researched and prepared the histories and records entries with research assistance from Stephen Davies.

C. Gray
McMaster University
20 January 1986

# HISTORICAL RECORDS OF THE CITY OF HAMILTON

## Record Groups in Numerical Sequence

| | |
|---|---|
| RG1 | Minutes |
| RG2 | By-laws |
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| RG6 | City Clerk |
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| RG23 | Real Estate |
| RG24 | Community Development |
| RG25 | Purchasing |
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RG1 CITY COUNCIL MINUTES, 1847-1973, 5.92m.

RG1 consists of the original, signed minutes of Hamilton City Council. After 1887 Council minutes were published in printed form. Alphabetical indexes are available, but for the period 1847-1887 they are incomplete and generally unreliable. A new index, however, is under preparation.

The minutes cover all aspects of Council business and city administration including financing, personnel, and the provision of internal, social, and recreational services. Entries for a meeting of Council typically contain: a list of petitions and correspondence received by the City Clerk; discussion of appointments to city offices and civic bodies; notices of motion; debates on the recommendations of city departments; and divisions on by-laws. By-laws passed during the session are attached to the end of each entry. The recommendations of the Committees and Boards of Council are incorporated into the minutes as are, frequently, the reports of various civic departments and officers.

Council minutes are the indispensable first source to which researchers examining municipal government in Hamilton should turn. Detailing the activities of the legislative branch of city government, they permit a study of the formulation of policy and provide insight into the formalization and expansion of the functions of municipal government and the evolving ideology underpinning it. They furnish information concerning the role of the individual politician and pressure groups in formulating policy and directing the operations of government. Particularly for the early period, Council minutes contain much material concerning the workings of civic departments which is not duplicated in their own series. For example, early minutes include detailed hospital accounts which cannot be found in RG13 (Hospital) and the only extant reports of the Industrial Commissioner's Department (RG17).

Access Arrangements

The Hamilton Public Library, Special Collections Department, holds the original handwritten minutes of City Council, a microfilmed copy for the years 1847-1887, and printed copies for the later period. Its hours are Monday to Saturday, 9-5, and Tuesday and Thursday evenings until 9 p.m.. Minutes, 1888-1973, are located in the City Clerk's Department, Hamilton City Hall.

RG2 BY-LAWS, 1847-1973, 21.07m.

Under the Act of Incorporation (9 Vic. c. 73, s. 42) Hamilton City Council was permitted to pass legislation relating to a wide range of subjects including: the opening and maintenance of streets, sidewalks, and public places; the appointment and duties of civic officers; assessments; the establishment and regulation of a Police Department; the construction of buildings; and taxation. Normally drafted by committees of Council or, later, by the Board of Control, by-laws went through three readings, the first and second at one meeting and the third at the next meeting. If passed, they were signed by the Mayor and then were legally admissable.

The increasing number and complexity of the by-laws passed reflect the evolution of municipal government in Hamilton in terms of both size and functions. For example, in 1850 nine by-laws were passed by Council, in 1900 45, in 1950 181, and in 1972 there were 305 by-laws passed. Until 1973 by-laws were published in local newspapers before they received third reading. After this date by-laws were printed and distributed to city councillors and interested members of the public by the City Clerk; they were not published in newspapers unless specifically ordered by the Mayor or Council.[1]

In 1852, 1869 and 1887 city by-laws were revised and consolidated with by-law amendments inserted in the appropriate places. Consolidated by-laws are not considered legally admissable. In 1899 and 1910 the by-laws were revised. Separate printed, indexed volumes contain the revisions for 1869, 1887, 1899, and 1910. By-law schedules are included in the 1899 and 1910 Revised By-laws. The schedules list chronologically, from the date of Hamilton's incorporation until 1899 and 1910, the number, series, and title of the by-law, the date it passed final reading in Council and was signed, and whether the by-law is in force, has been repealed, or is effete.

RG2 consists of the original, numbered by-laws passed by City Council and signed by the Mayor. Each by-law is filed separately according to its series (or after 1966 its year) and number. A few by-law files also contain petitions from ratepayers concerning the proposed legislation.

The City Clerk's Department has organized the by-laws into five series. These series do not wholly correspond to those recorded in the schedule found in the Revised By-laws.

Series 1

By-laws 1-159, 1 February 1847-2 March 1858.

Series 2

By-laws 160-295, 3 March 1858-29 March 1869
This series also contains six Special Series By-laws passed between 12 May 1873 and 10 November 1873 (denoted by "NS", New Series). It is unclear why this Special Series was begun and then abandoned.

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1 Hamilton, City Council, Minutes, 14 April 1873.

Series 3

By-laws 1-1017, 26 April 1869-12 August 1899

Series 4

By-laws 1-10,941, 11 September 1899-31 December 1965

Series 5

By-laws 66-1- , 1 January 1966-
In this series, the system of consecutive numbering was modified. The first two figures of the by-law are the last two digits in the year, then there is a dash and each year's by-laws are numbered consecutively beginning at one. For example, By-law 72-13 is the thirteenth by-law passed in 1972.

Along with City Council minutes, the by-laws are an important first source for researchers to examine, precisely because they deal with all aspects of municipal government -- everything from personnel matters to local improvements. Consequently, they provide an essential supplement to the material found in the other record groups. A study of the by-laws themselves enables an examination of the legislative and policy history of Hamilton City Council. The original, signed by-laws of City Council are held by the City Clerk's Department. Municipal by-laws were incorporated into City Council minutes according to the date that they passed third reading and were signed. Therefore it is generally unnecessary to refer to the original by-laws. Both the City Clerk's Department and the Special Collections Department of the Hamilton Public Library hold volumes of the Revised By-laws.

RG3 COMMITTEES, 1888-1964, 1.51m.

Series A Hospital and House of Refuge Committee, Minutes, 1890-1908, 0.09m.

B Finance Committee, Minutes, 1888-1895, 0.03m.

C Parks and Cemetery Committee, Minutes, 1894-1899, 0.03m.

D Legislation and Reception Committee, Minutes, 1911-1928, 0.03m.

E Special Investigative Committee on Works, Minutes, 1913-1914, 0.02m.

F Property and License Committee, Minutes, 1900-1937, 0.11m.

G Miscellaneous Committees, Minutes, 1907-1909, 0.02m.

H Fire, Police and Jail Committee, Correspondence, 1913-1916, 0.05m.

I Works Committee, Minutes, 1949-1964, 1.13m.

RG3 consists largely of the minutes of various committees of City Council, formed of groups of officials chosen by City Council to handle matters relating to a specific area of municipal government. Several types of committees were created: subcommittees, formed out of the larger committee; ad hoc committees, given a limited length of time to examine a specific problem; special purpose bodies, composed of more citizen than elected members with a clearly defined function; and Boards and Commissions, separate corporate bodies existing independent of Council.

Given the number of committees created by Council, the size of this record group is small. Many minute books were destroyed with the approval of City Council. For example, in 1923 the heads of civic departments complained that they were running out of storage space and requested that "many old voters' lists, rolls, books, documents, and papers" be burnt or otherwise destroyed. Permission was given to dispose of a vast collection of city records including the minute books of the Water Works Committee and of the Fire, Police and Jail Committee up to 1912.[1] Researchers should turn to RG1, City Council Minutes, to find the reports and recommendations which the committees made to Council.

Series A HOSPITAL AND HOUSE OF REFUGE COMMITTEE, MINUTES, 1890-1909, 0.09m.

These unindexed minutes list accounts for the Hospital and the House of Refuge and discuss personnel matters including staffing, hiring, salaries, and employee discipline, as well as the formulation of policy regarding Hospital patients and staff. The maintenance and furnishing of the Hospital and the House of Refuge and extensions to these facilities are covered as are debates over charges for services. The minutes describe the evolution of Hospital management from a committee of Council to a Board of Governors. The minute book for the period 1897-1909 deals solely with the House of Refuge; in 1896

1 Hamilton, City Council, Minutes, 15 March 1923.

control of the Hospital was transferred to a Board of Governors. Some applications for admission to the House of Refuge are included in the minute books.

Location: Hamilton Public Library, Special Collections Department

Series B FINANCE COMMITTEE, MINUTES, 1888-1895, 0.03m.

These unindexed minutes of the Finance Committee focus on the formulation of industrial and financial policy for the city and on boosterism. They discuss grants to city groups, efforts to encourage industries to locate within the city, bonusing, railway policy, and the issuing of debentures. Tax exemption petitions are incorporated into the minutes as are reports describing meetings between various delegations and the Committee. These minutes are particularly useful in determining Council's attitudes towards business and the growth of the city.

Location:Hamilton Public Library, Special Collections Department

Series C PARKS AND CEMETERY COMMITTEE, MINUTES, 1894-1899, 0.03m.

The minutes of the Parks and Cemetery Committee, which contain an index, discuss the administration of city parks and cemeteries, expenditures for salaries and maintenance, and the extension of parks facilities. They detail the debate surrounding the transition from management under a committee of City Council to control by Boards of Parks and Cemetery Management.

Location:Parks Department, Hamilton City Hall

Series D LEGISLATION AND RECEPTION COMMITTEE, MINUTES, 1911-1928, 0.03m.

The Legislaton and Reception Committee oversaw publicity for the city, recommended funding for local groups promoting Hamilton, and supervised lobbying by Council for or against federal and provincial legislation. The minutes emphasize the Committee's preoccupation with boosterism and promoting the city, most notably in the area of attracting conventions to Hamilton. They discuss arrangements for civic celebrations and holidays and outline plans to entertain visiting celebrities and dignitaries. Useful insight is offered into issues such as the payment of aldermen. The minutes discuss municipal campaigns to petition the provincial legislature on matters ranging from taxes and daylight savings time to extended health care services and votes for women. From 1912 on the minutes show an increasing preoccupation on the part of the Committee with providing relief for the needy.

Location:Hamilton Public Library, Special Collections Department

Series E SPECIAL INVESTIGATIVE COMMITTEE ON WORKS, MINUTES, 1913-1914, 0.02m.

A Special Committee was appointed by City Council on 11 November 1913 to investigate and report on the cost of local improvements constructed in Hamilton during 1912. These unindexed minutes detail the inquiry into the operations of the Works Department and examine the use of personnel and the costs of construction. Works Department financial acounts and correspondence are

incorporated into the minutes. This inquiry led to a judicial investigation conducted by Judge Colin Snider. His report, concluding that there was widespread misconduct in the Department and that bribery, the padding of payrolls, and the misappropriation of materials had occurred, can be found in the City Council minutes for 27 November 1914.

Location:Hamilton Public Library, Special Collections Department

Series F PROPERTY AND LICENSE COMMITTEE, MINUTES, 1900-1947, 0.11m.

This series contains the minutes of the Harbor and Beach Committee (1900-1910), the Property, Harbor and License Committee (1910-1912), and the Property and License Committee (1912-1947); the minutes of all three committees were incorporated into a single volume. Harbor and Beach Committee minutes discuss the regulation of the Beach, the provision of urban services there including water, garbage collection, and sidewalks, and the operation of city baths and camping stations. They also touch upon the construction of a city dock and the dredging of Hamilton Harbor. In 1910 upon the creation of the Burlington Beach Commission, the Harbor and Beach Committee was abolished, and responsibility for the harbor was transferred to the Property and License Committee, renamed the Property, Harbor and License Committee. In 1912 with the creation of the Hamilton Harbor Commission, the committee was reformed as the Property and License Committee, responsible for the management of city-owned property and for all licensing, except that dealing with milk and dairies and licenses which came under the authority of the Board of Police Commissioners.

Location:Hamilton Public Library, Special Collections Department

Series G MISCELLANEOUS COMMITTEES, MINUTES, 1907-1909, 0.02m.

Series G consists of the unindexed minutes of several special or temporary committees: the Fuel and Coal Committees; a Committee formed to examine the possible reorganization of the Engineer's Department; and joint meetings of the Board of Works and the Finance Committee.

Location:Hamilton Public Library, Special Collections Department

Series H FIRE, POLICE AND JAIL COMMITTEE, CORRESPONDENCE, 1913-1916, 0.05m.

Outgoing correspondence from the Fire, Police and Jail Committee is organized chronologically. Correspondence covers numerous subjects including fire station maintenance, salaries, expenditures, uniforms, accounts, and tenders. Some financial statements and pay lists are incorporated into the volume.

Location:Hamilton Public Library, Special Collections Department

Series I WORKS COMMITTEE, MINUTES, 1949-1964, 1.13m.

Indexed minutes of the Works Committee discuss the construction of road and sewer facilities in Hamilton. They illustrate the expansion of these urban services in the postwar period as the city grew both in geographic size and in population. Detailed tables are provided showing the location of improvements and their costs.

Location:City Clerk's Department, Hamilton City Hall

Access Arrangements

RG3 is divided between several civic departments and the Hamilton Public Library, Special Collections Department. Researchers should contact the specific departments to inquire about obtaining access to the records. The hours of the Special Collections Department, Hamilton Public Library are Monday to Saturday, 9-5, and Tuesday and Thursday evening until 9 p.m.

RG4 MAYOR

The papers of the Mayor were considered to be the property of the individual and are not held by the City. The Mayor's correspondence falls under record retention by-laws and is destroyed after 15 years.

History

The Act of Incorporation of Hamilton required that the affairs of the city be managed by a Mayor and a Municipal or "Common Council", replacing the previous government by Board of Police. The Mayor and councillors composed City Council. Two councillors were elected in each of the five municipal wards established by the Act, and together they named one other person to serve with them on Council. From among their number the councillors chose the Mayor, who held office for a one year term.[1] The system, at times, could cause problems as in 1854 when all the councillors successively were nominated for mayor and were defeated.[2] Minors and aliens were ineligible to run for office, and property qualifications were established. The Mayor was paid a salary in lieu of fees and prerogatives.[3]

The duties of the Mayor were set out both by provincial statute and municipal by-law and by precedent. The Mayor performed an important ceremonial role, representing the city at a wide variety of functions. He acted as an ex officio Justice of the Peace in the municipality and sat on the local Police Commission. A member of numerous civic committees and boards including the Boards of Health and Revision, he had the power to make appointments to certain municipal bodies. As Chief Executive Officer for the city, the Mayor presided over Council and signed by-laws after they had been passed and affixed with the city's seal. He ensured that municipal laws were duly executed and enforced. Charged with supervising the conduct of the subordinate officers of the corporation, the Mayor reported to Council on personnel matters. And, finally, the Mayor played a key role in the formulation of civic policy, recommending measures to Council on a wide range of concerns including health, finance, security, and urban services.[4]

The Mayor was responsible for dispensing charity in the municipality.[5] The guardianship of orphans and vagrant children was placed in his hands in 1849; he was empowered to arrange apprenticeships for such children.[6] The provision of outdoor relief was also under the control of the Mayor, who heard applications for charity. The creation of the position of Relief Officer under

1 9 Vic., c. 73.

2 Hamilton, City Council, Minutes, 14 January 1854.

3 9 Vic., c. 73.

4 9 Vic., c. 73; City Council, Minutes, 10 November 1891.

5 City Council, Minutes, 21 December 1848.

6 Ibid., 19 January 1849, 22 June 1849.

By-law 728 in 1894 was indicative of the formalization and separation of the various functions of municipal government and of the growing size of the city. This by-law relieved the Mayor of personal responsibility for the administration of relief; nonetheless, the new official was placed under his immediate control and direction.[7]

In the pre World War I period, the Mayors of Hamilton in large part were members of the civic business elite and were eager to promote the economic aggrandizement of their community in the hopes of attaining pre-eminence in the urban hierarchy. Enthusiastic proponents of the growth ethic, with very mixed results they sponsored municipal investment in the private sector in the forms of the direct purchase of stock, bonusing, tax write-offs, and fixed assessments, particularly in the areas of transportation and industry. For example, in 1849 Hamilton Council decided to take stock in the great Western Railway in the belief that its construction "...would greatly promote the prosperity of this city."[8] Council was an eager supporter of the 1850 provincial bill permitting municipal corporations to subscribe to stock in the enterprise, and the Mayor undertook a letter writing campaign to other communities to solicit their cooperation in constructing the line.[9] Indeed, an important function of the Mayor had become that of consulting and communicating with other levels and branches of government. Moreover, the Mayor often sat as an ex officio member of the Board of Directors of companies in which the municipality held stock and was empowered to vote on city-owned shares.[10] For a time before 1888 a stipend from at least one directorate, that of the Hamilton and North Western Railway, composed part of the Mayor's salary.[11]

In April 1872 in the midst of a period of labour agitation, a Special Committee reported to Council on the method by which the Mayor was elected. Its report concluded that the present system was objectionable on several grounds: first, electors wanted to select the Mayor themselves; second, the election of the Mayor by councillors deprived one ward of an elected alderman; third, it implied that each alderman was suitable for the office of Mayor when the electors had voted for him as an alderman, not as Mayor; and fourth, the position "would be elevated in dignity and independence and the interests of the Electors would be advanced by his being elected by the people at large."[12] In 1874 Benjamin Charlton became the first Mayor of Hamilton elected by a civic vote.

Individual Mayors could leave their impact on both the office and the city. For example, Charles Magill (1854-55) championed the construction of the

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7 By-law 728, 30 April 1894; Rev. By-laws, 1899, No. 6.

8 City Council, Minutes, 21 August 1849.

9 Ibid., 29 September 1859; 13-14 Vic., c. 130 permitted municipal corporations to take stock in the Great Western Railway, 24 July 1850.

10 16 Vic., c. 181, s. 15.4, 14 June 1853; City Council, Minutes, 10 January 1898.

11 City Council, Minutes, 30 November 1891.

12 Ibid., 8 April 1872.

waterworks. T.J. Stewart (1907-08) was a vocal advocate of the municipal ownership of utilities. Lloyd D. Jackson (1949-62) promoted urban renewal in the city. The inaugural addresses which the Mayors presented to Council from 1898 until 1973, included in Council minutes, reflected their concerns and plans for the municipality and outlined the accomplishments of previous Councils.[13]

The Mayors of Hamilton were:

| | |
|---|---|
| Colin Campbell Ferrie | 1847 |
| George S. Tiffany | 1848 |
| W.L. Diston | 1849 |
| John Fisher | 1850 |
| John R. Holden | 1851 |
| Nehemiah Ford | 1852 |
| W.G. Kerr | 1853 |
| James Cummings | 1854 (3 months) |
| Charles Magill | 1854, 1855 |
| James Cummings | 1856 |
| John F. Moore | 1857 |
| George H. Mills | 1858 |
| Henry McKinstry | 1859, 1860, 1861 |
| Robert McElroy | 1862, 1863, 1864 |
| Charles Magill | 1865, 1866 |
| Benjamin E. Charlton | 1867 |
| Hutchinson Clark | 1868 |
| James E. O'Reilly | 1869 |
| George Murison | 1870 |
| B.D. Chisholm | 1871, 1872 |
| Benjamin Charlton | 1873, 1874 |
| George Roach | 1875, 1876 |
| F.E. Kilvert | 1877, 1878 |
| James E. O'Reilly | 1879, 1880, 1881 |
| Charles Magill | 1882, 1883 |
| J.J. Mason | 1884, 1885 |
| Alexander McKay | 1886, 1887 |
| William Doran | 1888, 1889 |
| David McLellan | 1890, 1891 |
| Peter C. Blaicher | 1892, 1893 |
| A.D. Stewart | 1894, 1895 |
| George E. Tuckett | 1896 |
| E.A. Colquhoun | 1897, 1898 |
| J.V. Teetzel | 1899, 1900 |
| John S. Hendrie | 1901, 1902 |
| W.J. Morden | 1903, 1904 |
| S.D. Biggar | 1905, 1906 |
| T.J. Stewart | 1907, 1908 |
| John I. McLaren | 1909, 1910 |
| George H. Lees | 1911, 1912 |
| John Allen | 1913, 1914 |
| Chester H. Walters | 1915, 1916 |
| Charles G. Booker | 1917, 1918, 1919, 1920 |

13 Between 1956 and 1962 Lloyd D. Jackson did not present an inaugural address to the first meeting of Council each year.

| | |
|---|---|
| George C. Coppley | 1921, 1922 |
| Thomas W. Jutten | 1923, 1924, 1925 |
| Freeman F. Treleaven | 1926, 1927 |
| William Burton | 1928, 1929 |
| John Peebles | 1930, 1931, 1932, 1933 |
| Herbert E. Wilton | 1934, 1935 |
| William Morrison | 1936-1943 |
| Samuel Lawrence | 1943-1949 |
| Lloyd D. Jackson | 1949-1962 |
| Victor K. Copps | 1963-1976 |

RG5 BOARD OF CONTROL, 1910-1973, 0.90m., 21 reels.

Series A Minutes, 1910-1973, 0.90m., 21 reels

History

In 1909 the electors of Hamilton, following the example of many other Canadian cities which during the preceeding 20 years had adopted new government structures, approved By-law 860 by a vote of 2,786 to 1,213 thereby providing for the establishment of a Board of Control under the Ontario Consolidated Municipal Act, 1903.[1] The new Board was formed under By-laws 899 and 900.[2] The organization of such municipal bodies was part of the reformist zeal of the late nineteenth and early twentieth centuries, which saw businessmen campaign to restructure local government along more efficient and orderly lines, imitating the modern business corporation. In part, their goal was to end civic corruption and favouritism and to reduce the influence of aldermen and the ward system, but equally important was their contradictory intention to govern the city paying special attention to the needs of business.[3]

Previously, mayors such as John S. Hendrie (1901-1902) had appealed to voters on a "business platform", promising better municipal management, and under their stewardship several civic bodies of "experts" had been organized including the Hospital Board (1896), the Board of Cemetery Management (1899), and the Board of Parks Management (1900). The new Board of Control served as the executive committee of Council; indeed, its creation was a move to strengthen the executive branch without sacrificing "the democratic form of an elected body."[4] It was composed of four members, elected at large every two years, and the Mayor who served as Chairman of the Board. The Controller receiving the largest number of votes acted as Deputy Mayor and Vice Chairman of the Board.

The functions of the Board were outlined both in the Ontario Consolidated Municipal Act, 1903 (s.277) and in Hamilton By-law 900. Replacing Council's Finance Committee, the financial duties of the Board were many. They encompassed: approving all money appropriations; preparing the city budget and enforcing estimates; making recommendations concerning city finances to Council; regulating and supervising all matters regarding expenditure, revenue, and investments; preparing specifications for and awarding all contracts; and calling for tenders. More specifically, the Board was to manage and report upon all matters relating to the financial position of the Waterworks. Most financial

1 Hamilton, City Council, Minutes, 4 June 1909.

2 By-laws 899 and 900, 8 November 1910.

3 John C. Weaver, Shaping the Canadian City: Urban Politics and Policy, 1890-1920 (Kingston: The Institute of Public Administration of Canada, 1977), chapters 3 and 4.

4 City Council, Minutes, 13 January 1910; John C. Weaver, Hamilton: An Illustrated History (Toronto: Lorimer, 1982), p. 115.

decisions of the Board of Control were subject to amendment or reversal upon a two-thirds vote of Council.

The second major responsibility of the Board of Control was personnel. Subject to the two-thirds approval of Council, the Board held authority over department heads and all other employees appointed by by-law. It supervised the performance of duties and could regulate the employment of subordinate workers. Further, it made proposals concerning the rate of pay of all city employees and was responsible for negotiating with unions on behalf of Council. Each municipal department was placed under the direction of a Controller, and more generally the Board was to oversee the regular inspection of all city programmes and projects. The Board could make recommendations to Council concerning departmental policy and the amalgamation and consolidation of departments and subdepartments. Other tasks of the Board of Control included regulating and supervising all municipal records and reporting on the sale or disposal of lands acquired for arrears in taxes. Council minutes contain the recommendations of the Board of Control on these and other matters. Controllers sat on all municipal committees and boards.

In the early 1930s a suggestion was put forth by Mayor John Peebles "to promote the better business administration of the city" by appointing a chief administrative officer. Such an appointment, it was believed, would foster greater co-operation and coordination between the branches of civic government, thereby encouraging continuity in the development of city policy and eliminating the duplication of effort arising from divided authority. The chief administrative officer would be in charge of personnel and would act as a single, informed source whom Council could consult.[5] Peebles' proposal was examined by Council but was not acted upon.[6] For the next fifty years the question of employing a chief administrative officer periodically was raised, but the position was not established. More particularly, the idea was revived during the mayoralty of Victor Copps (1963-1976), who urged the adoption of a "manager type of government" to free Board of Control from spending its time on administrative details, thus allowing it to concentrate on formulating and enforcing policy.[7] In 1980 Hamilton appointed a chief administrative officer.

Series A MINUTES, 1910-1973, 0.90m., 21 reels.

Minutes of the weekly Board of Control proceedings are available for the period 1910-1973. Original minutes for the years 1910-1943 are held by the Hamilton Public Library, Special Collections Department. Each volume contains a separate alphabetical index. Post 1943 minutes have been microfilmed by the City of Hamilton and are available through the City Clerk's Department.

The responsibilities of the Board are reflected clearly in the contents of the minutes, which are heavily weighted towards financial and personnel matters and the administration of civic departments. Typically, a Board meeting might include a discussion concerning personnel arrangements and promotions, recommendations

5 City Council, Minutes, 4 January 1931.

6 Ibid., 14 February 1933.

7 Ibid., 7 January 1963.

concerning the purchase of real estate, suggestions dealing with a debenture issue, individual controller's recommendations concerning the smoother operation of city departments, and a proposal for the extension of municipal services to newer areas of the city. At times, the Board arranged for efficiency reports examining civic departments, and these are included. The minutes permit a more precise examination of the evolution of city policy. The recommendations of the Board, 1910-1973, were published as Reports to City Council and included in City Council minutes.

Access Arrangements

The minutes of Board of Control for the period 1910-1943 are located at the Hamilton Public Library, Special Collections Department. Its hours are Monday to Saturday, 9-5, and Tuesday and Thursday evenings until 9 p.m. There are no special restrictions on the use of the material. Post 1943 minutes are located in the City Clerk's Department, Hamilton City Hall. Arrangements to examine them must be made with the Department.

RG6 CITY CLERK, 1798-1973, 24.12m.

Series A Council and Committee Meetings, 1892-1973, 0.71m.
B Declarations of Qualification/Declarations of Office, 1895-1938, 0.18m.
C Voters' Lists, 1878-1973, 0.72m.
D Jury Duty Lists, 1916-1947, 0.10m.
E Deeds and Maps, 1798-1910, 5.50m.
F Property Purchase Agreements, 1940- , 14.00m.
G General Memoranda Books, 1854-1932, 0.07m.
H Claims and Damages Letterbook, 1904-1921, 0.13m.
I Record of Service of Local Improvement Notices, 1902-1910, 0.12m.
J Local Improvement Books, 1902-1926, 0.06m.
K Royal Visits, 1939, 1951, 0.20m.
L Marriage Licenses, 1895-1965, 0.90m.
M Scrapbooks, 1902-1904, 0.07m.
N Miscellaneous Papers, 1886-1946, 0.88m.
O Court of Revision, Tax Appeals, 1875-1969, 0.48m.

History

Under Hamilton's Act of Incorporation City Council could appoint a non-councillor to serve as City Clerk.[1] His duties, many of which were first established by practice and precedent, were set out in Statutes and municipal by-laws. The Clerk, with the authority to summon committee meetings and to convene Council meetings when required by a competent authority, attended all Council meetings, recording the proceedings "without note or comment".[2] He was the custodian of city documents, keeping Council's books, records, and accounts, the original or certified copies of by-laws, and the City Seal, attending to Council's correspondence, and storing all deeds, securities, leases, and other valuable papers belonging to the city in his office safe; these records were not to leave his possession without the permission of the Mayor or the Chairman of the Finance Committee.[3]

The Clerk planned civic receptions, arranged for tenders, and oversaw the distribution of office supplies to city departments. During municipal elections he acted as Returning Officer and supervised the preparation of voters' lists. He served as secretary to the Boards of Health and Education, keeping their minutes and conducting their correspondence, and as Registrar of Births, Deaths, and Marriages, in the latter capacity submitting bi-annual returns to the provincial government. Indeed, the Clerk conducted an active correspondence with other levels of government, transmitting financial and demographic statistics. As well, he played an important part in the administration of criminal justice and policing in Hamilton. The Clerk was responsible for issuing licenses, after 1872 in his capacity as Clerk of the Police Commission. In this role he attended all commission

1 9 Vic., c. 73, s. 17, 35.

2 Rev. and Con. By-laws, 1869, By-law 20. He also was required to attend Committee meetings if so requested by the Chairman or the Mayor.

3 Ibid.; Hamilton, City Council, Minutes, 16 February 1853, 26 June 1856.

meetings, keeping its minutes and preparing police payrolls. As Police Court Clerk he attended daily sessions of the Police Court, keeping its minutes, accounts, and registers and collecting monies.[4]

Finally, the Clerk had numerous duties relating to the financial affairs of the city. He was required to attend the meetings of the Finance Committee after first gathering and arranging departmental accounts for Council's perusal. After accounts passed Council he drew up notes on the Treasury for their payment. He oversaw the preparation of Assessment and Collectors' Rolls. Required to attend the Court of Revision, the Clerk kept its minutes, notified the parties appealing their assessment of the Court's decision, and correspondingly altered the Assessment Rolls. In addition, the Clerk served as High Bailiff, acting as an auctioneer for land sales for taxes and granting certificates for each lot sold.[5]

Given their many and ever expanding responsibilities, unsurprisingly City Clerks often urged Council to employ assistants for them so they would not fall behind in their work.[6] An assistant City Clerk was appointed in 1856 but it was an impermanent position subject to the vagaries of civic finances.[7] In 1861 the Clerk was given permission to employ help as needed on a temporary basis, and it was not until 1884 that Samuel H. Kent was appointed as permanent Assistant City Clerk, serving also as Assistant Secretary to the school Board and deputizing for the City Clerk as Police Court Clerk.[8] In 1886 a general duties clerk was added to the department.[9] Nonetheless, in 1891 City Clerk Thomas Beasley complained to Council that the growth of the city, the result of a major annexation occuring earlier in the year, had led to a great increase in the work of his department; consequently, finding his work backing up, he had been forced to hire help out of his own pocket.[10] By 1923 the department had expanded to consist of the City Clerk, 2 Assistants, and 10 clerks while by 1973 office staff stood at over 40 with departmental appropriations set at $496,840.[11] Under the supervision of the Ontario Government increasing emphasis was placed on professionalization; after 1938, for example, the City Clerk was required to have university training in public administration.[12] Originally the Clerk was paid

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4 City Council, Minutes, 4 January 1849, 12 January 1849, 6 February 1852, 8 July 1867, 3 March 1879, 30 November 1891.

5 Ibid., 3 March 1879, 30 November 1891.

6 Ibid., 19 December 1851, 5 January 1853.

7 Ibid., 26 June 1856, 28 May 1857, 5 October 1857, 26 January 1858, 18 July 1858.

8 Ibid., 30 November 1891.

9 Ibid., 2 September 1861, 30 November 1891.

10 Ibid., 30 November 1891.

11 Hamilton, Treasury, Estimates, 1973, p. 15.

12 City Council, Minutes, 12 April 1938.

a salary and could keep the fees he collected but in 1850 this was changed to a larger salary in lieu of fees.[13]

Clearly, because of the multiplicity and important nature of his functions, a competent, experienced City Clerk was essential to the smooth and efficient operation of municipal government. Thus it is unsurprising that between its incorporation as a city and the introduction of regional government in 1973, Hamilton had only 6 City Clerks, with 3 Clerks overseeing operations between 1854 and 1964. Continuity and stability in terms of senior personnel was the hallmark of the department, with new Clerks often chosen internally after serving a long apprenticeship. For example, Samuel H. Kent (1906-1933) had joined the Clerk's office in 1884. Such continuity, moreover, led to a close and personal identification on the part of City Clerks with local government and its fortunes. For example, Thomas Beasley (1854-1906) rescued the City from bankruptcy during the financial crisis of 1863 by hiding assessment rolls from the sheriff and then leaving town.

The following served as City Clerk:

| | |
|---|---|
| Charles H. Stocker | 1847-1852 |
| John Kirby | 1852-1854 |
| Thomas Beasley | 1854-1906 |
| Samuel H. Kent | 1906-1933 |
| James Berry | 1933-1964 |
| Edward A. Simpson | 1964- |

Series A COUNCIL AND COMMITTEE MEETINGS, 1892-1973, 0.71m.

Annually published handbooks record the names and addresses of members City Council and city officers. The membership of each civic committee, board, and commission is included. Charts are provided showing the dates of Council meetings, and chronological statistical tables list the total assessable property, the mill rate, and population from 1873 on. The rules of order for Council are printed in the handbooks.

Missing: 1894-1896; 1899-1900; 1902-1904; 1907; 1909; 1931; 1945

Location: Hamilton Public Library, Special Collections Department

Series B DECLARATIONS OF QUALFICATIONS/DECLARATIONS OF OFFICE, 1895-1938, 0.18m.

Declarations of qualifications for holding office record the property owned giving eligibility for officeholding and contain a signed oath of office.

Location: Hamilton Public Library, Special Collections Department

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13 Ibid., 6 March 1850.

Series C VOTERS' LISTS, 1878-1973, 0.72m.

Voters' lists name all persons appearing in the last revised Assessment Roll entitled to vote in elections for the Legislative Assembly and in municipal elections. Organized by polling division and ward number they record the name, occupation, and address of the voter, his status as a tenant or owner, and eligibility for jury duty. The lists for 1878, 1881, and 1882 were held by the Liberal Party and contain notes on whether or not voters were Liberal supporters. After 1915 occupation no longer was recorded but the category of women's marital status was added. In 1936 this, too, was dropped. Lists now noted whether voters were separate or public school supporters.

Missing: 1879-1880; 1883-1888; 1890-1909; 1911-1913; 1916-1917; 1920; 1922-1923; 1925-1935; 1937-1972

Location: Hamilton Public Library, Special Collections Department

Series D JURY DUTY LISTS, 1916-1947, 0.10m.

Arranged alphabetically by year, these lists record the names, addresses, and occupations of those eligible for jury duty.

Location: City Clerk's Department, Hamilton City Hall

Series E DEEDS AND MAPS, 1798-1910, 5.50m.

Series E contains deeds, abstracts of ownership, and maps of properties given to or purchased by the city. Included are deeds to properties formerly owned by such notable figures as Allan MacNab and Thomas Stinson.

Location: City Clerk's Department, Hamilton City Hall

Series F PROPERTY PURCHASE AGREEMENTS, 1940- , 14.00.

Filed by year, this series includes subdivision agreements, deeds and titles, and agreements to install fire alarm, sewer, and water connections.

Location: City Clerk's Department, Hamilton City Hall

Series G GENERAL MEMORANDA BOOKS, 1854-1932, 0.07m.

Indexed alphabetically, these two volumes kept by the City Clerk contain a wide variety of memoranda concerning the City of Hamilton and the financial operations of municipal government including: census information; statistical material showing the number of ratepayers and voters; records of monies received for licenses; and notations showing ward appropriations. The latter volume, covering the period 1909-1932, largely consists of municipal statistical returns prepared by the City Clerk for the Ontario Bureau of Industries. The returns include information on the population, size, and terrain of the city and figures showing assessment and taxation. In addition, they name the companies in the city given special tax rates and record the assessment and the rate.

Missing: 1870-1909

Location: Hamilton Public Library, Special Collections Department

Series H CLAIMS AND DAMAGES LETTERBOOK, 1904-1921, 0.13m.

Unindexed letterbooks contain copies of incoming correspondence received by the City Clerk concerning claims for damages from the city. Included are claims for the flooding of basements, accidents attributed to poorly maintained streets and sidewalks, and injuries to civic employees.

Location: Hamilton Public Library, Special Collections Department

Series I RECORD OF SERVICE OF LOCAL IMPROVEMENT NOTICES, 1902-1910, 0.12m.

Arranged chronologically, these books list the type of local improvement (sewer, roads, sidewalks) and its location (street and side). The name of the owner of the affected property and the address are given. Appended to these records are copies of the notice of local improvement and declarations of notification signed by the server.

Missing: 1904-1906

Location: Hamilton Public Library, Special Collections Department

Series J LOCAL IMPROVEMENT BOOK, 1902-1926, 0.06m.

Alphabetically organized entries record petitions received by the City Clerk for local improvements. Each entry lists the street, describes the requested improvement and notes whether or not the petition was referred to the City Engineer and if an improvement by-law was passed. Some entries contain notations usually referring to whether or not the petition was allowed.

Missing: 1910-1922

Location: Hamilton Public Library, Special Collections Department

Series K ROYAL VISITS, 1939, 1951, 0.20m.

Series K consists of requests for seating and for viewing passes, agendas, traffic routes, orders of procession, and arrangements for decorations relating to Royal Visits to Hamilton in 1939 and 1951.

Location: City Clerk's Department, Hamilton City Hall

Series L MARRIAGE LICENSES, 1895-1965, 0.90m.

Marriage License registers are organized chronologically. For the period 1895-1907 they record the names, occupations, and birthplaces of the parties, the date and place of the marriage, and the name and denomination of the presiding clergyman. Later registers for 1921 to 1965 list the number of the marriage license, the date of its issue, the names and addresses of the bride and groom, and the name of the presiding clergyman.

Location: City Clerk's Department, Hamilton City Hall

Series M SCRAPBOOKS, 1902-1904, 0.07m.

Chronologically organized scrapbooks of clippings were kept by the City Clerk detailing the operations of city government as reported in local newspapers. Subjects covered in the scrapbooks include: municipal elections; annexations; estimates and finances; street and sidewalk improvements; vice-regal visits to Hamilton; and assessment appeals.

Location: City Clerk's Department, Hamilton City Hall

Series N MISCELLANEOUS PAPERS, 1886-1946, 0.88m.

These miscellaneous papers relate largely to land use and transportation matters. Railway papers, comprising two-thirds of this series, deal with the construction of the Toronto, Hamilton and Buffalo Railway and the Hamilton Radial Electric Railway and the granting of rights of way. Included are petitions and correspondence from interested citizens and ratepayers for and against the construction of the Radial, the bonusing of the TH&B, and the construction of the Hunter Street tunnel. Orders from the Ontario Railway and Municipal Board and the Board of Railway Commissioners to the city concerning spur lines and track operations for the period 1910 to 1940 are included as are estimates of the value of Hamilton Street Railway property at the time of the company's acquisition by the city in 1946. Also found in this series are: correspondence from the Town Planning Commission relating to a 1933 housing survey of selected streets in the city; police accident reports recording damages sustained by city vehicles; divorce judgements; Ontario Department of Health certificates approving waterworks and sewer extensions; and some marriage license applications.

Location: City Clerk's Department, Hamilton City Hall

Series O COURT OF REVISION, TAX APPEALS, 1875-1969, 0.48

Organized chronologically, Court of Revision tax appeals list the name, address, and ward number of the person appealing taxes and the decision of the Court (dismissal, cancellation of taxes, no jurisdiction to hear the appeal, revision of taxes and the new rate). Some volumes have alphabetical indexes.

Missing: 1878-1880; 1883-1888; 1909-1915; 1940-1963

Location: Hamilton Public Library, Special Collections Department

Access Arrangements

RG6 is divided between the City Clerk's Department, Hamilton City Hall and the Hamilton Public Library, Special Collections Department. Researchers should contact the City Clerk's Department to inquire about obtaining access to material located there. The Special Collections Department, Hamilton Public Library is open Monday to Saturday from 9-5 and Tuesday and Thursday evenings until 9 p.m.

RG7 CITY SOLICITOR'S DEPARTMENT, 1877-1973, 155.70m.

Series A Arbitrator, 1950-1965, 2.10m.
B Appraisal Reports, 1956-1970, 5.60m.
C Boards and Commissions, 1929-1965, 2.10m.
D By-laws, 1950-1973, 6.30m.
E Correspondence, 1957-1973, 32.0m.
F Debentures, 1956-1970, 2.10m.
G Land Sales, 1929-1958, 12.0m.
H Leasebacks, 1956-1964, 2.10m.
I Liquor and By-law Prosecutions, 1930-1946, 0.70m.
J Local Improvement Applications, 1949-1959, 12.6m.
K Miscellaneous Files, 1877-1973, 70.1m.
L Subdivision Control Agreements, 1950-1973, 0.70m.
M Suits and Arbitrations, 1929-1965, 5.60m.
N Tax Assessment Appeals, 1930-1950, 0.70m.
O Wentworth County, Annexations and Agreements, 1940-1960, 1.0m.

History

A city solicitor was appointed in 1847 by Hamilton City Council to provide advice concerning legal and legislative matters and to promote and defend the interests of the corporation. At first, payment was covered by fees for individual services rendered, and the solicitor sent in detailed accounts payable for Council's approval. In 1891 under By-law 583 the solicitorship was made a strictly salaried position with compensation allowed for disbursements and travelling expenses.[1] After 1895 Council made an annual payment towards the salaries of legal clerks and assistants and to cover office expenses incurred on the City's behalf.[2] During these years the duties of the solicitor, which previously had been determined by need on an ad hoc basis, were systematically laid out. They encompassed: attending all Council and Committee meetings if so requested; providing advice to the Mayor, City Clerk, Council, and the Board of Health; preparing and revising all by-laws and instruments; examining and reporting on titles to city properties; applying for legislation and lobbying the Federal Parliament and Provincial Legislature on behalf of the city; and prosecuting for or defending the city in legal proceedings.[3]

Until 1902 the city solicitorship was not a full-time position, and the solicitor continued to maintain a private legal practice while conducting the city's business. At that time, recognizing that the growing volume of civic legal business necessitated a full-time solicitor, a separate legal department was established with offices at City Hall.[4] The earlier policy had led to potential conflicts of interest. In 1869 Council demanded that the city solicitor choose between representing the city or the Wellington, Grey, and Bruce Railway in

1 Hamilton, City Council, Minutes, 31 August 1891, 30 November 1891.

2 By-law 794, 24 June 1895.

3 By-law 583, 30 November 1891; By-law 794, 24 June 1895.

4 City Council, Minutes, 26 May 1902.

which the city held an interest, maintaining that "the two offices are incompatible and ought not to be held by the same person."[5] In 1872 while preparing the Hamilton and Northwestern Railway By-law, the Finance Committee discovered that the city solicitor also had been retained by the Provisional Directors of the Railway. It recommended that the city dispense with the solicitor's services, but Council reserved judgment. The matter finally was settled when the solicitor resigned.[6]

As with other branches of civic government, the growth of Hamilton in both size and complexity promoted the expansion of the solicitor's department. In 1920 an assistant city solicitor was appointed.[7] Staff lawyers, often specialists in specific areas of law, were added to the legal department. By 1973 six lawyers and one law student staffed the department, and its appropriations totalled $344,310.[8]

The following served as city solicitor:

| | |
|---|---|
| George W. Burton | 1847-1872 |
| Frank Mackelcan | 1872-1906 |
| John Morison Gibson | 1872-1894 |
| F.R. Waddell | 1906-1931 |
| A.J. Poulson | 1931-1957 |
| Alan S. Stewart | 1957-1959 |
| A. Foster Rodger | 1959-1965 |
| Clifford R. Demaray | 1965-1967 |
| Kenneth A. Rouff | 1967- |

Series A ARBITRATOR, 1950-1965, 2.10m.

This series contains records relating to expropriations for the Chedoke Expressway in west Hamilton. Included are property appraisals valuing both buildings and land, photographs and blueprints of the property to be expropriated, and correspondence concerning the rate of compensation. Records are filed by address.

Series B APPRAISAL REPORTS, 1956-1970, 5.6m.

Reports from appraisers examine individual properties acquired by the city for its Van Wagner's Beach, North End, and Civic Square urban renewal projects. Organized by address, separate files exist for each property obtained and contain appraisals, abstracts of Registry Office titles, tax statements, deeds, writs of sale, options to purchase, correspondence, and diagrams and photographs of the property.

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5 Ibid., 21 June 1869.

6 Ibid., 13 December 1872, 30 December 1872.

7 Ibid., 13 April 1920.

8 Hamilton, Treasury, Estimates, 1973, p. 26.

Series C BOARDS AND COMMISSIONS, 1929-1965, 2.10m.

The city solicitor's department acted as legal counsel for the corporation's various Boards and Commissions. Alphabetically organized files in this series include correspondence, agreements, contracts, deeds, property purchases, transfers, leases, and legal advice prepared for the Boards of Education and Health, the Parks and Hospital Boards, the Royal Botanical Gardens, the Hamilton Police Benefit Fund, and the Hamilton Hydro Electric Commission. Parks Board files constitute approximately one-half of this material.

Series D BY-LAWS, 1950-1973, 6.3m.

Arranged alphabetically by subject, this series contains correspondence between City Council and the solicitor regarding the preparation of by-laws, public submissions, drafts of by-laws, and correspondence from other levels of government dealing with the powers of the corporation.

Series E CORRESPONDENCE, 1957-1973, 32m.

Incoming and outgoing correspondence dealing with all facets of the solicitor's office is filed according to date. Index ledgers, red for incoming and green for outgoing correspondence, list the name of the correspondent, the subject of the contact, and other pertinent remarks.

Series F DEBENTURES, 1956-1970, 2.10m.

These alphabetically filed records contain correspondence with City Council and the Treasury concerning the preparation of city debenture by-laws, the by-laws themselves, and accounts and orders by the Ontario Municipal Board.

Series G LAND SALES, 1929-1958, 12.0m.

These records, heavily weighted towards the 1930s, contain material relating to the purchase and sale of property by the city. Each file involves a separate transaction and consists of correspondence, plans and blueprints, statements of taxes, offers to purchase, and receipts for payment. Approximately one metre of this material involves sales for the non-payment of municipal taxes during the Depression. The files are organized alphabetically by the name of the seller.

Series H LEASEBACKS, 1956-1965, 2.10m.

Organized by address, these files contain leasebacks for properties obtained by the city as a site for the new City Hall. Each file includes correspondence between the solicitor and the city's valuator setting rental payments, correspondence concerning the terms of the lease, leases, and notices to vacate.

Series I LIQUOR AND BY-LAW PROSECUTIONS, 1930-1946, 0.70m.

This series contains an incomplete set of liquor and by-law prosecutions. Records are organized alphabetically from A-C; the whereabouts of D-Z is unknown. Three groups of files are incorporated into this series. Confidential

Instructions of Crown Counsel consist of police reports on liquor and by-law offenses and list the name and address of the person charged, the charge, the date of the offense, the names of witnesses and the charging officer, and often lengthy statements of evidence. Clemency Applications are composed of correspondence from the Ontario Attorney General's office requesting the details of cases under appeal and explaining the basis of the clemency appeal. Appeals of liquor prosecutions contain statements of evidence, correspondence with the police concerning evidence and between the Crown Counsel and the Ontario Attorney General's office, affidavits, notices of appeal, copies of the conviction, and transcripts of Police Court proceedings.

Series J LOCAL IMPROVEMENTS, 1949-1959, 12.6m.

Organized by year, this series consists of local improvement applications to the Ontario Municipal Board. Each application contains correspondence with the Board, reports of the Works Committee, copies of by-laws authorizing local improvements, and Municipal Board approvals.

Series K MISCELLANEOUS FILES, 1877-1973, 70.1m.

This series contains the oldest files held by the city solicitor's department. They are organized alphabetically in sections of approximately one to three metres. Each individual file is organized according to date. Series L contains material concerning all aspects of city government and administration in which the solicitor's department had an interest. A random sampling of the files suggests the complexity of the department's activities and of this series: Hamilton Athletic Association Contracts; Civic High Cost of Living Investigations, 1917; Fair Wage Clauses and Contractors; Bell Telephone Rate Increases; Parks Deeds; Board of Education Debentures; Legal Advice to City Departments; Applications for Admission to City Institutions; Legal Decisions in Court Cases.

Often groups of files deal with a single theme. For example, there are over 200 files concerning the Hamilton Street Railway covering such diverse issues as route extensions, fare increases, public ownership, damage suits, land purchases, Ontario Railway and Municipal Board decisions, by-laws, track improvements, and scheduling.

The files are weighted heavily towards the post 1900 period. A separate legal department did not exist until 1902, and it is likely that city records were incorporated into the solicitor's files dealing with his private practice. As well, even allowing for the fact that the solicitor was reluctant to discard records fearing that they might be needed in some future court action, it is possible that the earliest files were destroyed on the assumption that they were too old to be of use.

Nonetheless there are valuable records for the pre 1900 period including files dealing with the original negotiations between the city and the Toronto, Hamilton and Buffalo Railway and with the city's bonusing arrangements with the Hamilton Iron and Steel Company. It must be noted that the titles of the files often are deceptive and do not reflect their contents.

Series L SUBDIVISION CONTROL AGREEMENTS, 1950-1973, 0.70m.

Each package of material, filed by subdivision, includes correspondence with subdivision developers, memoranda concerning subdivision agreements, the agreements themselves, and certificates of service completion.

Series M SUITS AND ARBITRATIONS, 1929-1965, 5.60m.

Files, organized alphabetically, contain material concerning suits and arbitrations in which the corporation was a principal and run the spectrum from traffic collisions in which city-owned vehicles were involved to damages caused by sewer backups. A typical collision suit consists of correspondence between the city solicitor and opposing counsel, police reports, evidence, damage claims, and estimates.

Series N TAX ASSESSMENT APPEALS, 1930-1950, 0.70m.

This series is composed of tax assessment appeals to the Court of Revision and the Ontario Muncipal Board. Each appeal is filed separately and includes correspondence from the Tax Collector to the City Solicitor, memoranda concerning the assessment, notices of assessment, a detailed description or the property involved, and the decisions of the Municipal Board or the Court of Revision.

Series O WENTWORTH COUNTY, ANNEXATIONS AND AGREEMENTS, 1940-1960, 2.0m.

Series O contains material dealing with the annexation of property to Hamilton from the Townships of Ancaster, Barton, and Saltfleet. Included are files consisting of both incoming and outgoing correspondence between the city, the county, the townships, and other interested parties concerning annexation, petitions from township residents requesting annexation to the city, detailed listings of property assessments, city by-laws regarding annexations, and Ontario Municipal Board decisions and orders. Additional files hold agreements by the city to supply services to the adjacent townships.

Two registers in the City Solicitor's office index files alphabetically, providing the title of the file and the cabinet in which they are located. Individual entries often are cross-referenced to other files. The earliest records are denoted by the word "Transfer". The value of this index is limited by the facts that the date of the files often is not included and file titles frequently do not reflect their contents.

Access Arrangements

RG7 is located in the City Solicitor's Department, Hamilton, City Hall. Researchers should contact the department to inquire about obtaining access. Much of the material in this collection is considered confidential, and access is closed.

RG8 TREASURY, 1847-1973, 14.69m.

Series A Tax Collectors' Rolls, 1847-1901, 7.34m.
B Defaulters' Lists, 1852-1875, 0.05m.
C Arrears in Taxes, 1847-1909, 0.09m.
D Non-Resident Land Assessments, 1851-1896, 0.70m.
E Non-Resident Land Assessments in arrears, 1849-1852, 0.02m.
F Statute Labor Rolls, 1885-1897, 0.05m.
G Separate School Rates, 1888-1901, 0.05m.
H Collectors' Rolls, Local Improvements, 1892-1909, 0.15m.
I Cash Books, 1852-1945, 0.41m.
J Journals, 1853-1895, 0.66m.
K Ledgers, 1857-1892, 0.16m.
L Disbursement Ledgers, 1855-1907, 0.32m.
M Accounts Rendered, 1886-1911, 0.02m.
N Audit Books, 1906-1927, 0.26m.
O Corporation Note Redemption Book, 1860-1878, 0.03m.
P Debenture Interest Rolls, 1850-1906, 0.15m.
Q Bank Books, 1899-1921, 0.26m.
R Law Suits Book, 1862-1879, 0.05m.
S Day Book, 1853-1856, 0.05m.
T Blotter, 1857-1877, 0.06m.
U Licenses, 1859-1921, 0.52m.
V Miscellaneous Scrapbook, 1872-1906, 0.03m.
W Sewer Rent Rolls, 1892-1930, 0.64m.
X Meter Water Roll, 1924, 0.03m.
Y Local Improvement Ledgers, 1902-1909, 0.14m.
Z Local Improvement Completion Book, 1920-1934, 0.05m.

AA Financial Statements, 1869-1973, 1.43m.
BB Estimates, 1938-1973, 0.56m.
CC Five Year Capital Budget Program, 1957/61-1972/78, 0.13m.
DD Auditors' Reports, Waterworks System, 1857-1904, 0.02m.
EE Deposits for Work, 1913-1926, 0.07m.
FF Insurance Registers, 1906-1936, 0.05m.
GG Employee Bonds, 1920-1924, 0.05m.

History

The Treasurer had general charge of all the financial affairs of the corporation under the direction of City Council and the Finance Committee and responsibility for preparing an annual budget and for receiving and paying out all monies on account of the city and its schools. Under Hamilton's Act of Incorporation, City Council could appoint a non-councillor to serve as Treasurer. His numerous duties were set out both by provincial statute and municipal by-laws.[1] At the end of each calendar year the Treasurer was required to give City Council a correct account of receipts and expenditures showing balances from the last quarter. He was to arrange for city accounts to be published annually and to attend all Finance Committee meetings and help the Committee

1 9 Vic., c. 73; By-law 11, 24 February 1847; Rev. and Con. By-laws, 1869, By-law 20.

discharge its duties. He was to report all overdue monies to the Committee and institute proceedings to recover the same. He could impose taxes on real and personal property, and originally all taxes were paid directly to him.[2] Accounts were to be kept with a chartered bank, and payments made only by cheque.[3] Further, the Treasurer negotiated short and long-term financing for the city and applied for grants from other levels of government. He was required to provide sureties for faithful performance of his duties.

Difficulties soon arose between Robert Hamilton, the first Treasurer or, as he was termed, City Chamberlain and City Council over the way the corporation's books were being kept. Council, responsible for approving all accounts, determined that the books were incomplete and that Hamilton had failed to keep a complete record of receipts and expenditures.[4] In May 1847 Hamilton resigned when Council rejected his request for a salary increase.[5] Similarly, his successor, John Brown (1847-1853) ran into difficulty keeping the city's books. In 1853 a Special Committee on the Chamberlain's Accounts concluded that Brown had lent out ledgers, had failed to have them returned, and even had forgotten to whom he had lent them. Moreover, the Committee maintained that his bookkeeping was poor, characterized by such incomplete entries that it was impossible to tell who still owed taxes, and that he had lost packages of city bills.[6]

City treasurers often found themselves demanding salary increases and more office help to assist them with their increased responsibilities. In October 1848 Brown requested that Council appoint a person to serve tax notices and a month later applied for a pay raise "due to increased duties owing to the School Tax."[7] Duties of the Treasurer expanded when a major depression in the winter of 1848-1849 left the city unable to pay its creditors and in debt to a sum of nearly £16,000 of which over £5,000 was immediately due. The city could not raise funds by issuing debentures, and in Council's opinion the only way out of the crisis was to prepare corporation notes in advance of current year revenues, little of which could be collected until October. Corporation notes became a favored financial remedy for a city facing growing indebtedness because of investments in the Great Western Railway and other ventures and with insufficient revenue to meet current expenses.[8]

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2 9 Vic., c. 73, s. 36, 38, 40, 42.19; Hamilton, City Council, Minutes, 20 November 1848, 2 December 1848.

3 City Council, Minutes, 24 January 1847.

4 Ibid., 23 February 1847, 22 March 1847. Early Council minutes contain detailed city accounts.

5 Ibid, 17 May 1847.

6 Ibid., 23 May 1853.

7 Ibid., 2 October 1848, 20 November 1848.

8 Ibid., 9 January 1849, 5 February 1849, 16 February 1849, 20 August 1852.

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HAMILTON, ONTARIO

It was left to the Treasurer to prepare these corporation notes designed to forestall the debt crises and to offer them to creditors for payment.[9] With the addition of these new functions, the Treasurer complained in the spring of 1851 that his duties had become "exceedingly arduous as well as involving a large amount of responsibility."[10] In July 1855 Council heeded the requests of the Treasurer and appointed an assistant for him.[11] The city's financial position, however, was still unstable and in October 1857 Council decided to abolish the position after the beginning of the new year.[12] In response, Treasurer Robert Kerr (1853-1872) protested to the Chairman of the Finance Committee that losing his assistant would "prevent the work in the Chamberlain's office being so attended to, as to give satisfaction in the way I have hitherto endeavoured to perform it." Departmental operations, he suggested, only were going to be complicated further by the change over from currency money to dollars and cents. Moreover, he needed help as much of his own time was being spent ensuring that accounts were in order and preparing and issuing debentures.[13] Kerr made a persuasive case, and Council rescinded its order; but victory was only temporary, and in July 1858 he lost his assistant.[14] In 1861 the Treasurer was given permission to hire help as needed on a temporary basis: a permanent assistant was not appointed until the early 1870s.[15] His duties were to assist the Treasurer in keeping the city's books, to attend to the collection of taxes on non-resident lands, and to rent market stalls.[16] In addition to the Treasurer and the Assistant Treasurer, the city's finances were managed by two auditors, the tax collector, and three assistant tax collectors.[17]

In 1891 upon the recommendation of the Finance Committee, the Treasurer was given responsibility for handling payroll and paying all individuals working for the city. He organized a new system of payment, and an additional clerk, under his absolute supervision, was hired for payroll.[18] Furthermore, he became increasingly involved in advising the Finance Committee concerning issuing tax exemptions to manufacturers locating in Hamilton.

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9 Ibid.

10 Ibid., 15 March 1851.

11 Ibid., 30 July 1855.

12 Ibid., 5 October 1857.

13 Ibid., 23 November 1857.

14 Ibid., 25 January 1858, 19 July 1858.

15 Ibid., 19 November 1861.

16 Ibid., 3 March 1879.

17 Ibid., 30 November 1891.

18 Ibid., 22 July 1891.

In 1912 an Accounting Department was organized to secure "a more economical and efficient administration of affairs." The City Accountant was to keep a record of all orders and ensure they had been properly authorized, keep ledger accounts with venders, audit all bills charged and accounts before they were presented to City Council, and tabulate comparative statistics for the various city departments.[19] The department was reorganized in 1920 when it amalgamated with the accounting staff of the City Engineer's Department to "centralize efforts" and streamline accounting.[20]

In 1924 following the flight of an assistant cashier in the Treasury who had absconded with almost $50,000 in city funds, a Civic Inquiry was organized. Its report, completed after an examination of the books of the Treasury and the Tax Collector's Department, concluded that problems within the departments were caused "almost wholly" by poor supervision and the absence of a system of proper auditing. Clerks and other employees, the Inquiry suggested, had been hired under a system "associated with influence, political or otherwise, rather than for special or particular qualifications for service." These unqualified clerks then were left unsupervised. In the Tax Collector's Department, procedures were "faulty and slipshod".[21]

A 1925 report by C.S. Scott concerning the reorganization of city finances maintained that "the time has long passed when the City's financial position should have been put on a sound basis of accounting." "Since time immemorial," it concluded, "no attempt ever was made to reconcile budgets or appropriations with the City's books." Hamilton needed to appoint a Treasurer "well versed in economics and public finance, in tax and banking and in Municipal law" who would assume responsibility for all departmental operations.[22] The resignations of numerous civic officials including the Treasurer and Assistant Treasurer were requested and then withdrawn.[23]

Under by-law 3203 the Department was reorganized. The Treasurer now also served as Commissioner of Finance. As such, he was head of the Finance Department and principal officer and adviser for the corporation concerning all its financial and monetary operations and especially the civic debt. The Treasurer was to prepare annual estimates, keep accounting books which would show day-to-day receipts and disbursements, keep the debenture fund books, and provide advice concerning the use of sinking funds. He was to enforce the prompt collection of rates and taxes, verify cash balances, and generally oversee his department. The City Accountant, under the direct supervision of the Treasurer, kept the books and financial records of all departments. The Tax Department, too, was reorganized with cashiers separated from tax rolls, arrears put under separate supervision, and the cash collected balanced with the amount

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19 Ibid., 12 April 1912.

20 Ibid., 13 July 1920, 14 September 1920.

21 Ibid., 30 September 1924.

22 Ibid., 6 May 1925.

23 Ibid., 6 May 1925, 30 September 1925.

credited on the rolls.[24] In 1957 the Tax Collector's Department became a division of the Treasury.[25]

The following served as Treasurer/Commissioner of Finance:

| | |
|---|---|
| Robert Hamilton | 1847 |
| John Brown | 1847-1853 |
| Robert W. Kerr | 1853-1872 |
| Alexander Stuart | 1872-1906 |
| William R. Leckie | 1906-1933 |
| Eric C. Bower | 1933-1949 |
| Robert J. Menary | 1949-1955 |
| P. Hickey | 1955-1960 |
| Dennis A. Young | 1960-1963 |
| Jack J. Jaggard | 1963- |

Series A TAX COLLECTORS' ROLLS, 1847-1901, 7.34m.

Collector's rolls were prepared annually with separate volumes kept for each ward. Rolls may be divided into three general groupings according to the information contained within them. From 1847 to 1850 the rolls recorded: the name of the party assessed or rated; the name of the landlord if a tenant was rated; information on the buildings on the lot and their yearly value; the number and value of horses and cattle; details on vehicles kept for pleasure and for hire; the size of the lot; the number of dogs; total yearly value; and the amount of taxes due categorized by type. Some entries noted whether taxes were paid or were reduced.

Rolls from 1851 to 1862 are arranged by street and recorded: the street and the name of the taxable party; the assessed value of the property including annual values of real property and of taxable personal property and income; and the amount of taxes due subdivided into categories. These rolls noted whether a discount was allowed for early payment or if an appeal was launched. Some volumes for this period list the names of persons eligible for statute labor, and many entries include notations recording reasons for non-payment.

Rolls prepared from 1863 to 1901 are organized by street and cross street. These rolls recorded: house address; the names and occupations of the taxable parties; a description of the property; the assessed value of the property; and the amount of taxes due, often categorized. Some volumes contain remarks concerning payment and appeals to the Court of Revision. In 1887 entries began to distinguish between public and separate school supporters, and in the same year a payment installment plan was instituted.

Collector's rolls are missing for the years 1854, 1856, and 1858 to 1862. A complete set of rolls, one for each ward, does not necessarily exist for each year. To help fill in these gaps researchers could turn to RG9, Series A, Assessment Rolls.

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24 By-law 3203, 28 July 1925, amended By-law 9161, 18 February 1960.

25 City Council, Minutes, 26 February 1957.

Series B DEFAULTERS' LISTS, 1852-1875, 0.05m.

Defaulters' Lists are organized by year and by ward. Each entry includes: the name and street address of the defaulter; the type of property assessed such as Dogs, Income, or Rent; the amount in default; and remarks largely offering reasons for non-payment. A page number corresponding to the appropriate Collector's Roll is provided for cross-reference. The volume for 1858 to 1875 also lists sales of land for arrears in taxes.

Missing: 1856-1858

Series C ARREARS IN TAXES, 1857-1956, 0.59m.

Arrears in taxes are arranged by ward and by year. Entries provide a description of the property including the block, lot number, and street boundaries, list the years and amount in arrears, and contain remarks concerning the sale of lands, details on payment, and the name of the defaulter. Volumes may record lands sold for arrears in taxes and provide particulars concerning the sale. Some similar information is included in RG8, Series B, Defaulters' Lists.

Missing: 1909-1926; 1928; 1931-1932; 1935; 1940; 1944; 1950-1955

Series D NON-RESIDENT LAND ASSESSMENTS, 1851-1896, 0.20m.

Non-resident land assessments are arranged by year, ward, and street. Often, several years are contained within one volume. Each entry provides: a description of the lands with block and street boundaries; the number of the lot and its name such as "MacNab's Survey"; the quantity of land in acres liable for taxation; the value of the land; the annual value of the land; and the amount of taxes due broken down into categories such as lunatic asylum, city, and school taxes. Some entries include comments concerning ownership.

Missing: 1869

Series E NON-RESIDENT LAND ASSESSMENTS IN ARREARS, 1849-1852, 0.02m.

Non-resident land assessments in arrears are organized by ward and by block. Each entry includes: a description of the lands within the block, street boundaries, and lot number; the quantity of land in acres in the lot; the total amount of taxes imposed from 1 January 1849 to 31 December 1852 inclusive; interest due on taxes; the total amount in arrears to be collected; and remarks concerning payment.

Series F STATUTE LABOR ROLLS, 1885-1897, 0.05m.

Statute labor rolls are organized by ward and by year. They record: the address, name, and occupation of those eligible to pay statue labor taxes; the amount of taxes owed and the amount paid; and the result of an appeal if launched. Many entries contain notations offering reasons for non-payment. Some Tax Collector's rolls (RG8, Series A) for the period 1851-1862 list the names of those eligible for statute labor taxes.

Missing: 1888-1890; 1893-1894

Series G SEPARATE SCHOOL RATES, 1888-1901, 0.05m.

Separate School rate rolls are organized by ward and year. Each entry consists of the name of the separate school supporter and the value of his real property. Entries in these rolls are cross referenced by page number to the corresponding entry in the Assessment Rolls (RG9, Series A).

Missing: 1892

Series H COLLECTOR'S ROLLS, LOCAL IMPROVEMENTS, 1894-1909, 0.15m.

These collector's rolls are organized sequentially by local improvement by-law numbers. Entries record the by-law number, the date it was passed, and the type of local improvement such as sewers or roadways. They describe the location of the improvement and note the rate of assessment. Subentries then list the name and address of the affected property owner, the property frontage in feet, and the annual payment required.

Missing 1895-1907

Series I CASH BOOKS, 1852-1945, 1.41m.

Cash books list receipts and expenditures chronologically and provide a running total. A brief description of each transaction is provided.

Missing: 1857-1860; 1875-1877; 1883; 1885; 1895-1896; 1924-1930; 1933

Series J JOURNALS, 1853-1895, 0.66m.

Journals are organized chronologically by year, month and day. They list receipts and expenditures, providing a precise description of each transaction (to whom or from whom payment was made, for what, and the amount) and offer running totals of finances. The Journals detail the purchase of supplies and expenditures by civic departments and provide payroll lists which include the name of the employee, the pay period, and the amount. Each Journal entry contains a page reference to the corresponding entry in the appropriate Ledger (RG8, Series K).

Series K LEDGERS, 1857-1892, 0.16m.

Ledgers contain the monthly cumulative financial statistics of the City of Hamilton. Entries are organized in no particular order by subject and then chronologically by month within each subject. Typical subject headings include: Board of Education; Government Grants: Licences; Administration of Criminal Justice; City Hall; Board of Health; Charitable Expenses; Hospital; and Police. Under these broad subject headings there are often subheadings. For example, under the general heading of Board of Works there are separate headings for Lumber, Spikes and Nails, Metal for Streets, and Pay Lists. Under each heading the monthly financial statistics for that subject are entered. Each entry includes the year, the month and day, a description of the transaction, and the amount of the receipt or expenditure. A cumulative total is kept of receipts and expenditures for each year. A representative entry under the general heading

Administration of Criminal Justice -Coroner, Orders to Drs. would be as follows: 1875 30 June Paid Coroner White's order to Dr. O'Leslie on body of C. Grey 10.00

For licenses, all transactions in a single month are described individually but a cumulative financial total is given. For example, an entry under Licenses -Circuses, Shows, Theatres, Exhibitions records: 1877 Oct 31 25 Theatres$50 10 Concerts$20 1 Theatre 1 month$8 Raffles 1 month$5 $83.

The Ledgers record monthly totals expended for regular paylists but no specifics concerning names or wages. Payments for temporary or part-time help, however, are listed individually with the name of the person recorded and their duties described. There are no explanations of wage rates or notations concerning hours of employment. An alphabetical index exists for the 1858 to 1874 ledger.

Series L DISBURSEMENT LEDGERS, 1855-1907, 0.37m.

Chronological entries showing the date, the transaction, and its cost are listed under the names of companies and individuals with whom the city did business, ranging from Mrs. Barker, a laundrywoman for the Fire Department, to the Bell Telephone Company. A representative set of entries under the heading W.A. Howell records:

| | | |
|---|---|---|
| 1883 | | |
| Sept 25 | Carbolic Acid for Police | 2.00 |
| 1884 | | |
| Nov 25 | Mirror &c FD | 8.19 |
| 1885 | | |
| 1 Dec | Oil and Soap Pol | 1.25 |

Some ledgers have alphabetical indexes.

Series M ACCOUNTS RENDERED, 1896-1911, 0.02m.

Accounts rendered are recorded chronologically. Entries show the date, the person or company rendering an account and their address, the amount of the account, and notations concerning its settlement. Often a description of the account is provided. For example, a representative entry reads:

Dec 7 F.D. Henry, Treasurer, Tp of Saltfleet, Winona
Board of Jno Connors in Ho of Ref
Jany 2 to May 19/96 41/2/m 4.00 18.00

Series N AUDIT BOOKS, 1906-1927, 0.26m.

Audit books kept by the City Accountant's Office record disbursements by civic departments for salaries, supplies, transportation, fees, lighting, printing, and advertising. Entries are arranged by department and year and are tabled by type of disbursement and month. Alphabetical indexes are available for some volumes.

Missing: 1916-1926

Series O CORPORATION NOTE REDEMPTION BOOK, 1860-1878, 0.03m.

This book records the redemption by banks and private citizens of corporation notes issued by the city during periods of financial stringency. Entries, arranged chronologically, show the date of redemption, the name of the party redeeming the note, its value, and the interest due.

Series P DEBENTURE INTEREST ROLLS, 1850-1906, 0.15m.

Rolls record the interest payable on debentures issued by the city to finance a wide variety of projects including the Waterworks, the Hamilton and Port Dover and Great Western Railways, and local improvements. Each entry shows the type of debenture, its number and the relevant by-law, its date of issue and amount and lists coupon payments. Some entries include the names of debenture holders.

Series Q BANK BOOKS, 1899-1921, 0.26m.

Series Q consists of bank books for accounts held by the city with the Bank of Hamilton.

Series R LAW SUIT BOOK, 1862-1879, 0.05m.

The law suit book records four sets of information. First, it lists writs served on the City Clerk, the Chamberlain, and the Mayor between 1862 and 1863. These suits arose out of the city's inability to pay interest on debentures issued for the Waterworks and the Hamilton and Port Dover and Great Western Railways. Each entry includes the date, the name of the complaintant or his/her lawyers, the by-law number of the debenture and when it was due, the number of the debenture, and the amount due. Often there are accompanying notations by Burton and Sadlier, city solicitors. Second, the book contains the settlements reached with debenture creditors between 1864 and 1868. Entries consist of the date, the name of the creditor, the type of debenture involved and its by-law number, the details of the settlement, and the signature of the creditor on the agreement of settlement. Some correspondence is attached to these entries. Third, writs or executions served by the Sheriff on the Chamberlain between 1862 and 1863 are recorded. Entries show the date the writ was issued, the name of the complaintant, the number of the execution, particulars concerning the action (all are writs of damages), the amount of damages, and pertinent remarks. Finally, included in the book are tables of interest paid on Hamilton and Northwestern Railway debentures from 1878 to 1879 showing the date, to whom payment was made, and calculations of interest owed.

Series S DAY BOOK, 1853-1856, 0.05m.

A chronologically organized day book records expenditures for casual labor noting the ward in which the work was done or if it was for general purposes. The following is representative of entries in the book:

31 Dec 1853
Gen Purposes

Filling gravel pits and grading Duke St
11 Men 1 Day @ 4/41/2 per day
1 Man " " 5/' " "

Ledgers (RG8, Series K) also list expenditures for temporary labor as does a day book kept by the City Engineer (RG16, Series J).

Series T BLOTTER, 1857-1877, 0.06m.

This blotter, kept by the Treasurer, contains chronological entries arranged into four groupings: cemetery lots sold; market stall rentals listing the date, the name of the tenant, the cost of the rental, and the market location (John or James Streets); licenses, showing the name of the licensee and the type and cost of the license; and cumulative totals of receipts, largely fines, paid to the Treasurer by the Chief Constable.

Series U LICENSES, 1859-1921, 0.52

License books list the date, the name of the licensee, the type of license purchased such as milk, butcher, stable or billiards, and the charge. Some copies of licenses are attached to entries. Books are organized either by type of license and date or purely chronologically. Licenses also are recorded in a blotter kept by the Treasurer (RG8, Series T). A license book for the years 1906 to 1911 shows the total monies received for each variety of license by year. Separate volumes exist for dog licenses, 1920 to 1923, which list the address of the dog's owner and the breed of dog, and for bicycles (undated).

Missing: 1877-1891

Series V SCRAPBOOK, 1872-1906, 0.03m.

This scrapbook contains a wide variety of miscellaneous information concerning the operations of the Treasury including: Finance Committee reports; newspaper clippings; notations on tax exemptions; estimates of receipts and expenditures; memoranda on assessments; and details concerning the construction of sewers. Unindexed, entries are in rough chronological order.

Series W SEWER RENT ROLLS, 1892-1910, 0.64m.

Sewer rent rolls are organized by year, ward, and street. They record: the names of the occupant and of the owner; the street number of the house; lot frontage built upon and vacant; the amount of rent; and notations concerning payment.

Missing: 1898; 1901; 1906

Series X METER WATER ROLL, 1924, 0.03m.

The water meter roll is organized alphabetically by business and institutional categories, ranging from Aerated Water Manufacturers to Separate Schools. The rolls list: the name of the occupant; the type of meter; meter readings and water consumption; rates, rental, and the size of the meter; the amount payable and remissions.

Series Y LOCAL IMPROVEMENT LEDGERS, 1907-1919, 0.14m.

Local improvement ledgers are organized by date and record the by-law number and type of improvement, its location, and costs. Reference is included to the corresponding page in the appropriate Journal (RG8, Series J).

Series Z LOCAL IMPROVEMENT COMPLETION BOOK, 1920-1934, 0.05m.

Entries in the Local Improvement Completion Book are organized first by the type of local improvement such as cement curbs and private drain connections and then by location. The book records the location of the improvement, the owner of the property, the date improvements were completed, labor and material costs, and the interest on debentures.

Series AA FINANCIAL STATEMENTS, 1869-1973, 1.43m.

Annual reports on corporation finances prepared by the City Auditor contain balance sheets and statements of revenue, expenditures, and surpluses. Comparisons are offered between actual and estimated revenues, and detailed accounts are provided concerning the finances of civic boards and commissions. Financial records were not printed annually until 1860 but some earlier and missing statements may be found in local newspapers and incorporated into City Council Minutes (RG1).

Missing: 1870-1877; 1879-1887

Series BB ESTIMATES, 1938-1973, 0.56m.

Series BB consists of annually prepared estimates of revenue and expenditures for the city and its independent corporate bodies including the Board of Parks Management and the Parking Authority. Comparative yearly financial statements are provided. Estimates were submitted to the Board of Control for approval and then were presented to City Council for adoption.

Series CC FIVE YEAR CAPITAL BUDGET PROGRAM, 1957/61-1921/78, 0.13m.

Annually published volumes summarize the city's capital budget program, analyze the outstanding debenture debt, and show principal and interest payments on various civic debenture debts. Also included in this series is a 1955 report discussing the financial implications of adopting a five year program of capital works.

Series DD AUDITORS' REPORTS, WATERWORKS SYSTEM, 1857-1904, 0.02m.

Auditors' reports on the waterworks system consist of yearly financial statements showing the amount expended for construction, interest paid on debenture debts, and revenue collected from all sources.

Series EE DEPOSITS FOR WORK, 1913-1926, 0.07m.

This series contains deposits for work and tender, hold back, and open street deposits. Recorded are the reason for the deposit, the name of the person making the deposit, and the date. An incomplete alphabetical index exists.

Series FF INSURANCE REGISTERS, 1906-1936, 0.05m.

Insurance registers are organized alphabetically by insurance company and list the policy number, the amount and rate of insurance, and its expiry date. Descriptions of the insured city property are given.

Missing: 1915-1923

Series GG EMPLOYEE BONDS, 1920-1924, 0.05m.

This register lists the names and addresses of civic employees purchasing bonds, the quantity of bonds bought by each person, their value, and details on installment payments. Each city department is recorded separately.

The historical records of the Hamilton Treasury provide a wealth of information concerning municipal government in the city, touching upon many aspects of departmental operations. The possibilities for research are numerous. An examination of Collectors' and tax arrears rolls might allow insight into cyclical patterns of landholding and land speculation. Similarly, study of law suit books and other material might permit a better understanding of the city's financial crises in the mid 1800s. Records from RG8 can be used to supplement material from other record groups. For example, researchers wishing to study the Fire Department would find pay lists and departmental accounts among Treasury records. For information on the deliberations of the Finance Committee researchers should turn to RG1, City Council Minutes, which contain many committee reports for the early period as well as detailed financial accounts. The minutes of the Finance Committee for the years 1888 to 1895 are contained in RG3, Committees, Series B. After 1910 Board of Control replaced the Finance Committee, and its minutes (RG5) have much material relating to the financial operations of the city. Researchers also should turn to the records of the individual departments. For example, RG16, Engineering, holds a daybook kept in the Waterworks Department for the years 1857 to 1860 which contains pay lists and departmental accounts.

Access Arrangements

The historical records of the Treasury are located in the Hamilton Public Library, Special Collections Department. Its hours are Monday to Saturday, 9-5, and Tuesday and Thursday evenings until 9 p.m.

RG9 ASSESSMENT DEPARTMENT, 1847-1973, 79.15m.

Series A Assessment Rolls, 1847-1973, 78.0m.
B Local Improvement Assessment Rolls, 1902-1944, 0.78m.
C Annual Reports, 1942-1973, 0.17m.
D Letterbook, 1909-1955, 0.08m.
E Scrapbooks, 1909-1932, 0.12m.

History

Under Hamilton's Act of Incorporation City Council could levy rates and lay assessments for the operation of municipal government and for real improvements to sewers, streets, and public places. Council could appoint assessor(s) not to exceed one for each ward. On the first day of each year the assessor(s) was to make out a list of voters and deliver it to the City Clerk.[1] In August 1848 a by-law was passed allowing Council to levy an assessment for common school purposes, and an October 1848 amendment to the Act of Incorporation permitted a local assessment on real estate.[2]

At first, an assessor for each ward was appointed every January for a three month term, but in 1890 a permanent Assessment Department was established under Peter Balfour, an assessor since 1852. As Assessment Commissioner, Balfour supervised seven temporary assistants, one for each ward, who were appointed by him in conjunction with the Mayor. He advised the Court of Revision, acted as a selector of jurors, prepared the water works roll, and made local improvement and sewer rental assessments.[3] Balfour also served as Industrial and Publicity Commissioner, working to encourage new industries to locate in the city and thereby increase the assessment. The Assessment Commissioner held this dual role until 1907 when a separate Industrial Department was organized.

An important function of the Assessment Commissioner was to report on companies given tax exemptions in order to ensure that they were complying with their exemption by-laws.[4] A further goal, according to the Finance Committee, was to establish "a comprehensive system under which all details will be collected and classified and valuable statistics preserved and annual reports published for the information of the Council and ratepayers."[5] Beginning in 1896, following the lead of other large centres, the Assessment Commissioner began to prepare annual reports, published in City Council minutes. These reports focused on companies with tax exemptions from the city, recording the

1 9 Vic., c. 73, s. 16, 37, 42.5, 56.

2 Hamilton, City Council, Minutes, 7 August 1848, 27 October 1848.

3 Ibid., 30 November 1891; RSO, 1878, c. 174.

4 City Council, Minutes, 21 August 1897, 24 September 1900, 13 January 1902.

5 Ibid., 13 May 1895.

names of the establishments inspected, the number of employees, ayerage weekly wages, and the percentage of output consumed in the city.[6] By 1913, however, the Assessment Commissioner was complaining that his department had become "to a great extent a bureau of information for the general public" and, with men and material scattered throughout the city because of poor accomodations, it was being forced to neglect it primary function of assessment.[7]

With the growth of the city, the functions of the Assessment Department became more differentiated and specialized. New, permanent positions such as Chief Business Assessor, Chief Land Assessor, and Chief Business Assessor were created, and in 1950 a Deputy Assessment Commissioner was appointed.[8] Permanent staff stood at 18 in 1942.[9] As well, departmental operations and methods of assessment were improved. In 1920-1921 a new system of assessment was introduced placing buildings in seven categories or classes and determining assessment according to cubic capacity: under this system Hamilton's assessment increased dramatically. This, however, proved to be the last complete reassessment to occur until 1951. Under N.A. Wilkes, appointed Assessment Commissioner in 1950, the department began a complete review of the city with new, up-to-date manuals and assessment procedures; consequently, the taxable assessment of the city, based on 1940-1941 values, nearly tripled from $124,000,000 to $347,000,000.[10]

After 1950 each practising assessor was required to be a graduate of extension courses from Queen's University and a member of the Institute of Municipal Assessors in order to obtain a license to practise as an assessor in Ontario. Provincial control increasingly was exercised in other ways as the Assessment Division of the Department of Municipal Affairs sought to enforce standardized assessments throughout Ontario so that provincial grants could be based on assessments. The department now used provincially prepared assessment manuals and standardized rolls, notices, and forms which enabled the extraction of information dealing with more than just assessments.[11] The final step toward provincial control came at the end of 1969 when the Assessment Department, with its 40 employees, was transferred to the Province of Ontario.[12]

The following served as Assessment Commissioner:

Peter Balfour 1890-1897

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6 Ibid.

7 Ibid., 13 January 1902.

8 Ibid., 29 April 1913, 31 October 1950.

9 Assessment Commissioner, Annual Report, 1942.

10 City Council, Minutes, 31 October 1950.

11 Ibid., 2 January 1951.

12 Annual Report, 1968, p. 1.,

| | |
|---|---|
| John T. Hall | 1898-1907 |
| John P. MacLeod | 1908-1930 |
| T.R.B. Robinson | 1930-1939 |
| G.A. Buckingham | 1939-1940 |
| William E. Hall | 1941-1949 |
| S.H. Featherstone | 1949-1950 |
| N.A. Wilkes | 1950- |

Series A ASSESSMENT ROLLS, 1847-1973, 78.0m.

A separate Assessment Roll was prepared annually for each ward. Organized by street and lot number, early rolls list the name of the party being assessed or rated and the landlord's name if applicable, and then record the number of buildings, livestock, vehicles, and amount of land, often with accompanying remarks. Later rolls remove the livestock category and categorize and place a value on buildings and land. A separate Realty Assessment for 1911, organized by ward and street address, lists the name of the property owner, the value of land and of buildings, and the total value of property. Assessment Rolls receive heavy use from genealogists and historians. Assessment Rolls for 1850 are missing, and rolls for individual years may be incomplete. The City Clerk's Department, Hamilton City Hall holds the original rolls and microfilmed copies totalling 345 reels while the Hamilton Public Library, Special Collections Department has microfilmed copies of rolls until 1899. To supplement the rolls and fill in gaps researchers might turn to Tax Collectors' Rolls (RG8, Series A).

Series B LOCAL IMPROVEMENT ASSESSMENT ROLLS, 1902-1944, 0.78m.

Local Improvement Assessment Rolls are indexed by address. Each entry contains the date, the address of the property by street and side, the number of the house and the lot, the name and address of the owner, frontage (accessible and exempt), the rate per foot, and the number of installments to be paid. Included are assessments for: roadways, 1902-1906, 1908, 1914-1944; cement sidewalks, 1902-1906, 1915-1934; sewers, 1902-1944; and cement sidewalks and curbs, 1906-1923.

Location: Hamilton Public Library, Special Collections Department

Series C ANNUAL REPORTS, 1942-1973, 0.17m.

The annual reports of the Assessment Department provide an overview by the Assessment Commissioner of the state of his department, his recommendations for improvements, and an analysis of the state of assessment in Hamilton. The reports largely contain statistical information relating to the department and its operations including information on staffing, classification, local improvements, schools, charitable exemptions, and Court of Revision decisions.

Locations: Hamilton Public Library, Special Collections Department

Series D LETTERBOOK, 1909-1955, 0.08m.

This indexed letterbook lists chronologically by date incoming correspondence received by the Assessment Department. Entries for 1941 to 1955 have been pasted over pages at the beginning of the volume. Each entry provides the name of the correspondent and a brief description of the letter.

Location: Hamilton Public Library, Special Collections Department

Series E SCRAPBOOKS, 1909-1932, 0.12m.

Scrapbooks kept by the Assessment Department detail its operations and contain directions to assessors, assessment statistics, census and election information, and examinations of building construction in the city. Clippings relating to local government and, more particularly, the Assessment Department, which have been cut from local newspapers, are included.

Location: Hamilton Public Library, Special Collections Department

Many records of the Assessment Department including desk diaries, field books, and correspondence have been destroyed. Researchers interested in the early history of the department and in the activities of assessors should turn to City Council Minutes (RG1) which after 1896 contained the Annual Reports of the Assessment Commissioner.

Access Arrangements

RG9 is divided between the Hamilton Public Library, Special Collections Department, open Monday to Saturday, 9-5 and Tuesday and Thursday until 9 p. m. and the City Clerk's Department, Hamilton City Hall. Assessment rolls have been microfilmed. A complete run is available at City Hall while the Library holds copies of the rolls up to 1899.

RG10 POLICE DEPARTMENT, 1859-1973, 9.08m. 5 reels

| | | |
|---|---|---|
| Series | A | Annual Reports, 1905-1973, 0.40m. |
| | B | Rules and Regulations, 1877-1948, 0.04m. |
| | C | Standing Orders, 1912-1935, 1.0m. |
| | D | Divisional Defaulters' Book, 1885-1920, 0.10m. |
| | E | Personnel Files, 1883-1942, 0.10m. |
| | F | Uniform Records, 1927-1951, 0.05m. |
| | G | Beat Book, c1930, 0.02m. |
| | H | Police Class Notebook, 1937, 0.03m. |
| | I | Radio Call Book, 1936, 0.02m. |
| | J | Sergeant's Scrapbook, 1925-1940, 0.05m. |
| | K | Police Court Proceedings, 1859-1940, 0.05m. |
| | L | Police Fines, 1896-1911, 0.05m. |
| | M | Police Registers, 1878-1929, 0.21m., 5 reels |
| | N | Prisoners' Indexes, 1878-1929, 2.80m. |
| | O | Juvenile Court Registers, 1919-1928, 0.15m. |
| | P | Departmental Notification Register, 1925-1930, 0.10m. |
| | Q | Hamilton Police Association, Programmes, 1930-1969, 0.37m. |
| | R | Miscellaneous Photographs, 1880-1973, 2.8m. |

History

Under Hamilton's Act of Incorporation the city was permitted to appoint one Chief Constable of Police and as many subconstables as necessary.[1] The original force consisted of a High Baliff/Chief Constable, who also served as bookkeeper and cashier for the department and as Inspector of Streets, hiring laborers for street and sidewalk cleaning, and three subconstables, who were to help him preserve order and act as deputy street inspectors.[2] During periods of civic financial retrenchment, constables acted as Health Officers.[3] They each were issued a uniform and cap, and after 1849 a bunk and bedding were provided at the station so one constable could sleep there. For controversial or important occasions such as political meetings or the Provincial Agricultural Exhibition which attracted large crowds, special constables were sworn in to augment the force.[4]

As the city grew in population, so too did the police force. Upon the completion of the Great Western Railway in 1853, four railway policemen were taken into the city force. By 1857 the Police Department, with 29 members, was

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1 9 Vic., c. 73, s. 39. A 1966 Amendment to the Police Act changed the name to Chief of Police.

2 In 1850 under 12 Vic., c. 81, s. 88 the positions of High Baliff and Chief Constable were separated.

3 Hamilton, City Council, Minutes, 16 February 1849, 26 February 1849, 26 March 1849, 29 October 1859, 2 April 1869.

4 Ibid., 8 October 1847, 15 September 1849.

the largest component of the city bureaucracy.[5] However, as Hamilton entered a financial crisis in the late 1850s and early 1860s the size of the force was reduced; by August 1857 the Department consisted of 20 men. In October 1857 a Special Committee on Retrenchment recommended a police force of 18 men plus a messenger, but resolved not to reduce numbers except through attrition.[6] Nonetheless, by 1360 the Department had eight members, and the low point was reached in 1862/3 with a seven man force.[7] The 1857 manpower level was not regained until the late 1870s.

In 1872 responsibility for the force was transferred from the Police and Fire Committee of City Council to a Board of Police Commissioners. The composition of the Board - the mayor, the police magistrate, and the senior County Court Judge - ensured a close connection between the Commission and the city government. The Commission, which met monthly (later weekly), was responsible for the administration of the police force, overseeing organization, personnel matters, and discipline, and drew up rules and regulations for the operation of the Department. It issued instructions to the Chief Constable such as during the late 1870s when it ordered him to begin a weekly inspection of brothels in the city and to report to the Commission the names of those frequenting the same.[8] Finally, the Commission oversaw the administration of the license law, issuing by-laws concerning the licensing of cabs, stores, livery stables, and the sale of food among other things, granting licenses, and appointing and dismissing license inspectors.[9]

The Department itself was gradually reorganized and modernized, particularly under the supervision of A.D. Stewart, Chief Constable from 1879 to 1886. Stewart improved the calibre and discipline of the force, expanded the detective branch from two to four men, instituted a rogues' gallery, and introduced a patrol wagon service. During the late 1880s mounted patrols were introduced to increase police efficiency, and bicycle patrols were added in 1898.[10] A call box system was instituted in 1896 with pull boxes connected to police headquarters erected throughout the city. In 1905 the Department began to photograph prisoners, and a fingerprinting officer was appointed in 1912. Officers carried weapons on a regular basis after 1904. By January 1915 the strength of the force stood at 109 men.[11]

During this period, there was increased emphasis on police welfare and benevolent associations which served to highlight further the growing professionalism and cohesiveness of the Department. In March 1887 a police

5 Ibid., 1 June 1857.

6 Ibid., 5 October 1857.

7 Hamilton Spectator, 15 July 1926.

8 Hamilton, Board of Police Commissioners, Minutes, 1872-1896.

9 Ibid.

10 Ibid., 19 January 1889; Spectator, 22 January 1903.

11 Spectator, 17 January 1915.

library association was formed.[12] The 1889 annual report of the Chief Constable called for the organization of a police benefit fund to provide for injured, ill, or retired members of the force.[13] The Hamilton Police Benefit Fund was established in December 1890, at first providing pensions to retiring members, but later adding disability benefits.[14] In 1899 the Hamilton Police Amateur Athletic Association was founded to promote athletics in the city and to establish a fund for the widows and orphans of police officers; by 1948 it had assumed responsibility for operating minor league baseball and hockey programmes in the city. The Police Association of Hamilton was incorporated in 1921 as a fraternal organization providing hospital and death benefits and legal assistance to members.

Technological innovations, particularly in the areas of transportation and communications, played an important part in the evolution of the Police Department. In 1914 with By-law 1662 the force was given responsibility for the control of vehicular traffic. Under the direction of Chief Constable William Whatley (1915-1924), patrol wagons were motorized, and in 1921 a four man motorcycle squad was established. In 1936 radios were installed in the Department's three patrol cars; by 1967 there were 79 radio equipped vehicles in operation. Radar was introduced in 1956, with specially trained traffic enforcement officers patrolling high incident areas. Increased emphasis was placed on better records keeping. A complete identification unit was formed in the early 1950s, and in 1959 key punch and mechanical sorting equipment was installed, facilitating the consolidation of information. Daily, weekly, and monthly bulletins on criminal incidents and traffic occurrences were distributed both internally and externally. Finally, the Department joined the Ontario Police Forces Teletype Network in 1965, and this permitted the more efficient dissemination of information.[15]

Attention also was directed towards professional development, administrative reorganization, and the expansion of services. In 1937 a police training school was set up with oral and written examinations required on all phases of police work. Two distinct branches of the police service, the uniform and plainclothes branches, were established, with superior education required for the latter.[16] The force was divided into central, western, and eastern divisions, and substations were constructed.[17] And new programmes and branches of the force were added including: a Safety Branch set up in 1956 which focused on public relations and educating school children; a Crime Prevention Branch, organized in 1960; a Juvenile Bureau which handled juvenile cases and acted as a liason with the Family Court; an Auto Theft Programme, begun in 1965; and a Canine Patrol, instituted in 1960. The Department's first women officers were hired in 1958. Indeed, the growth of the Hamilton Police

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12 Ibid., 1 March 1887.

13 Ibid., 19 January 1889.

14 Ibid., 9 December 1890.

15 Ibid., 24 January 1921.

16 Spectator, 22 December 1938.

17 Ibid., 13 January 1925.

Department can be seen in the expansion in the size of the force, which stood at 517 members in 1972. However, it was more dramatically reflected in the increase in departmental expenditures. In 1902, expenditures had totalled $49,997; in 1972 the appropriation for the Police Department was $8,517,219, some 160 times greater than the 1902 level.[18]

The Chief Law Enforcement Officers for Hamilton were:

| | |
|---|---|
| 1847-1850 | Samuel Ryckman |
| 1850-1852 | James McCracken |
| 1852 | Thomas Bresnahan |
| 1852-1853 | John Moore |
| 1853-1865 | John Carruthers |
| 1865-1868 | W.H. Nicholl |
| 1868-1870 | Ralph Davis |
| 1871-1875 | W. Henry |
| 1875-1876 | Matthew Logan |
| 1876-1879 | Alexander McMenemy |
| 1879-1886 | A.D. Stewart |
| 1886-1895 | Hugh McKinnon |
| 1895-1915 | Alexander Smith |
| 1915-1924 | William R. Whatley |
| 1924-1935 | David Coulter |
| 1935-1938 | Ernest K. Goodman |
| 1938-1944 | Thomas Brown |
| 1944-1950 | J.R. Crocker |
| 1950-1952 | Joseph Chamberlain |
| 1952-1973 | Leonard G. Laurence |

Series A ANNUAL REPORTS, 1905-1973, 0.40m.

Annual reports contain the Chief Constable's report outlining particular law enforcement problems, commenting on personnel matters, and offering recommendations and descriptions concerning the expansion of services, training and professional development, morale, and administrative organization. Detective Department reports include statistical tables showing property recoveries and discussions of major criminal cases, particularly homicides. The annual reports provide a wide variety of statistical information related to policing in Hamilton including numbers of personnel, lists of court cases by category of offence, and comparative yearly statements outlining the incidence of offences. Some annual reports contain sections on strikes and labor disputes. Researchers examining the pre 1905 period should turn to local newspapers which published the Chief Constable's report, normally in late January or early February.

Missing: 1906-1908; 1910; 1911; 1914; 1916; 1918-1919; 1930; 1933.

Location: The Hamilton-Wentworth Regional Police. The Hamilton Public Library, Special Collections Department, contains an incomplete series of Annual Reports for the period 1943-1973.

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18 Ibid., 22 January 1903; Hamilton, Police Department, Annual Report, 1973; Hamilton Treasury, Estimates, 1972.

Series B RULES AND REGULATIONS, 1877-1948, 0.04m.

Booklets, prepared by the Chief Constable and published in 1877, 1889, 1898, and 1948, contain the rules and regulations of the Hamilton Police Force. Listed are regulations concerning deportment and appearance, conduct, duties, and procedure.

Location: Hamilton-Wentworth Regional Police. The Hamilton Public Library, Special Collections Department, has copies of the 1889 and 1898 Rules.

Series C STANDING ORDERS, 1912-1935, 1.0m.

The Chief Constable's Standing Orders Books contain a wide variety of material concerning the business of the Police Department including notes on parades, seniority lists, notations on day-to-day operations, reprimands, uniform requirements, and memoranda on hirings and firings.

Series D DIVISIONAL DEFAULTERS' BOOK, 1885-1920, 0.10m.

Each member of the Department for the period 1885 to 1920 is allocated a page in the Divisional Defaulters' Book. The book is indexed, and the names arranged alphabetically. Each page lists the name of the officer, the date, his offence, to whom it was reported, the punishment, and who ordered it. The book lists punishments and reprimands for offences ranging from absenteeism to dereliction of duty. Awards and commendations for exceptional behaviour and gallantry also are recorded.

Series E PERSONNEL FILES, 1883-1942, 0.10m.

Approximately 300 file cards, one for each individual, contain the personnel histories of police officers for the period 1883 to 1942. Each card records the name of the officer, his nationality, age upon joining the force, religion, date of birth, the date he joined the Department, and miscellaneous remarks noting his advancement through the ranks and matters of discipline.

Series F UNIFORM RECORDS, 1927-1951, 0.05m.

Each member of the Police Department for the period 1927 to 1951 is allocated a separate page in the Uniform Register which lists equipment on loan and when it was assigned.

Series G BEAT BOOK, c1930, 0.02m.

This index to beats outlines the schedule and route of footpatrols, details the duties of the officer while on his beat, and records when call-ins to the station are to be made. It lists the locations of call boxes.

Series H POLICE CLASS NOTEBOOK, 1937, 0.03m.

Series H consists of notes taken in a 1937 Police Department class. Included are notes on the duties and role of the police, the powers of police officers, dying declarations, and definitions of policing terms.

Series I RADIO CALL BOOK, 1936, 0.02m.

This book records radio calls made in the first year after radios were installed in police cars in Hamilton. Organized by date, each entry notes the time of the call, the reason for the broadcast, who received the call, what action was taken, and the name of the dispatcher. Calls could only be made from the police station to the cars. In 1944 a Frequency Modulation System was installed enabling station-to-car, car-to-station, and car-to-car transmissions.

Series J SERGEANT'S SCRAP BOOK, 1925-1940, 0.05m.

Organized by date, this scrapbook contains newspaper clippings and sergeant's notes on sudden deaths in Hamilton from 20 September 1925 to 6 September 1940.

Series K POLICE COURT PROCEEDINGS, 1859-1949, 0.79m.

These registers record police court proceedings consecutively by date and in order of court appearance. Listed are the names of the defendant and the plaintiff, the offence, the date of the offence, and the disposition of the case. Miscellaneous comments often are recorded such as promises to leave Hamilton within 24 hours. These records have been microfilmed. Lists of liquor fines for 1876 and 1877 are found in the 1875-1878 volume.

Missing: 1866-1874, 1879-1897, 1931-1934, 1940-1947.

Location: Hamilton Public Library, Special Collections Department.

Series L POLICE FINES, 1896-1911, 0.05m.

This register, organized chronologically, lists the name of the offender, the fine or length of imprisonment, and the date of the decision. It does not record the offence.

Location: Hamilton Public Library, Special Collections Department.

Series M POLICE REGISTERS, 1878-1929, 0.21m. 5 reels

These registers are arranged chronologically and by order of court appearance. Listed are: the names of the defendant, the plaintiff, and the arresting officer; the residence, trade, sex, age, place of birth and religion of the defendant; the defendant's level of education (unable to read, unable to write, elementary instruction, superior instruction), marital status, and habits (temperate or intemperate); the sentence; and additional comments. These registers have been microfilmed.

Missing: 1882-1885; 1897-1903; 1911-1926.

Location: Hamilton Public Library, Special Collections Department.

Series N PRISONERS' INDEXES, 1878-1920, 2.80m.

Separate, alphabetically organized indexes exist for each year. Early indexes are cross-referenced with RG10, Series N, Police Registers. They give

the name of the prisoner, the page reference to the corresponding entry in the Police Register, and the age of the prisoner. Multiple detentions of an individual during the year are noted in red. Later indexes list the name of the prisoner, his/her age, address, and ethnic origin if known, the crime, and its disposition. These indexes have been microfilmed.

Missing: 1908; 1924; 1926.

Location: Hamilton Public Library, Special Collections Department

Series O JUVENILE COURT REGISTERS, 1919-1929, 0.15m.

Juvenile Court Registers, organized chronologically by date and sequentially in order of court appearance, list: the names of the complaintant, the charged party, and the arresting officer; the nature of the offence and the time of arrest; the address, trade or profession, age, sex, place of birth, religion, and education of the charged party; and the disposition of the case.

Location: 1919-1929, Hamilton Public Library, Special Collections Department
1928, Hamilton-Wentworth Regional Police.

Series P DEPARTMENTAL NOTIFICATION REGISTER, 1925-1930, 0.10m.

This register contains notifications from police departments throughout Canada and the United States concerning wanted individuals and a wide variety of criminal offences. Access to this series is closed.

Location: Hamilton Public Library, Special Collections Department.

Series Q HAMILTON POLICE ASSOCIATION, PROGRAMMES, 1930-1969, 0.37m.

Included in Series Q are Police Benefit Concert programmes and Hamilton Police Amateur Athletic Association programmes for police games and baseball games. The programmes largely consist of advertising with lists of events, participants, and the names of association executives.

Missing: 1936; 1938-1942.

Location: 1943-1969, Hamilton-Wentworth Regional Police
1930-1935, 1937, 1943-1966, Hamilton Public Library, Special Collections Department

Series R MISCELLANEOUS PHOTOGRAPHS, c1880-1973, 2.5m.

Series R consists of photographs and drawings, including many reprints, illustrating the operations and portraying personnel of the Hamilton Police Department. A sampling of the subjects covered reflects the diversity of this collection: the aftermath of the 1906 Hamilton Street Railway strike; Police Stations; Police Women; Chief Constables; Training Classes; and the Hamilton Police Amateur Athletic Association.

Material relating to the Hamilton Police Department before the formation of the Board of Police Commissioners is sparse. Many early records were destroyed;

for example, in the early 1880s Chief Constable A.D. Stewart was ordered by the Commission to destroy all police records and material pre 1874. Furthermore, Police Commission records are closed. Consequently, to piece together the early period and the actions of the Department researchers should turn to RG1, City Council Minutes, which often contained reports of the Police and Fire Committee of Council, and to local newspapers, which carried reports of Commission meetings.

RG10 enables an examination of the evolution of the Police Department in terms of professionalization and personnel. Researchers interested in the history of crime could study specific groups such as juvenile offenders or prostitutes through examining Police Registers and Juvenile Court Registers. Analyses focusing on ethnicity and education could be undertaken.

Access Arrangements:

RG10 is divided between the Hamilton-Wentworth Regional Police and the Hamilton Public Library, Special Collections Department. Unless specifically noted, the series are located at the Hamilton-Westworth Police, 155 King William Street. Access to this material is restricted and researchers should contact P.C. Darryl Buckle, the Curator of the Central Headquarters Museum. The hours of the Hamilton Public Library, Special Collections Department are Monday to Saturday, 9-5 and Tuesday and Thursday evenings until 9 p.m.

RG11 FIRE DEPARTMENT, 1859-1973, 1.42m.

| | | |
|---|---|---|
| Series A | Annual Reports, 1888-1973, 0.25m. |
| B | Minutes, 1859-1868, 0.05m. |
| C | Central Station Register, 1885, 0.01m. |
| D | Induction Register, 1885- , 0.03m. |
| E | Newspaper Clippings, 1885-1966, 1.0m. |
| F | Training Manuals, 1959-1966, 0.08m. |

History

For early Canadian centers such as Hamilton, consisting largely of frame structures with open fireplaces and without running water, fire posed an everpresent hazard. Such concerns were clearly reflected in the terms of the city's Act of Incorporation. Under the Act, City Council was empowered to prepare by-laws "to prevent or regulate the carrying on of manufactories or trades dangerous in causing or promoting fire." It could establish regulations concerning the construction of buildings or chimneys, prevent the construction of wooden buildings in thickly populated areas of the city, and enforce the proper cleaning of chimneys. The owners of buildings could be forced to keep scuttles, ladders, and fire buckets on hand, and the population-at-large could be compelled to assist at fires if their aid was required. Finally, City Council was allowed to purchase fire engines and to operate and regulate hook and ladder and property-saving companies.[1]

By-laws soon were passed concerning the prevention and extinguishing of fires and prohibiting the construction of wooden buildings in central areas of the city.[2] In early February 1847 the five member Fire Committee of City Council reported that it was "expedient and necessary that a fire department should be established." Hamilton already possessed two fire engines and an engine house; the new two company department would be composed of volunteers. The men would be paid for attending each fire, and the money put into a benevolent fund, with a premium paid to the first engine company to arrive at the fire.[3] Gradually, new companies were added so that by 1857 there were eight companies with a combined membership of 518 officers and men.[4] The composition of these companies, staffed largely by workingmen, reflected the particular interests of their members. For example, Company No. 2 began as a temperance

1 9 Vic., c. 73, s. 42.14.

2 By-law 5, 1 March 1847; By-law 15, 7 June 1847.

3 Hamilton, City Council, Minutes, 8 February 1847, 23 February 1847.

4 Bryan D. Palmer, A Culture in Conflict: Skilled Workers and Industrial Capitalism in Hamilton, Ontario, 1860-1914 (Montreal: McGill-Queens University Press, 1979), p. 46.

unit while Company No. 6 was manned by Orangemen.[5] Total expenditures in 1857 equalled $1,908.[6]

Members of the Fire Brigade voted among themselves to chose the Chief Engineer, and the names of three candidates then were submitted in order of preference to Council which made the final decision.[7] In the view of the Brigade, Council's approval was only to be a rubber stamp, and the candidate with the greatest number of votes was to be selected. But Council had other ideas, and this often led to tension between it and the Brigade. In early 1848 for example, the Fire Committee let it be known that it was less than pleased with the Department's choice of Samuel Kerr as Chief Engineer; in its opinion, Kerr had failed to attend fires and had neglected both his job and the fire apparatus. The Fire Companies, for their part, countered by castigating the city for failing to provide adequate supplies and arguing that the Department was in good shape only because of the diligence and energy of the men themselves.[8] When Chief Kerr was dismissed in August, allegedly for incurring debts without the approval of Council, the Fire Companies resigned en masse.[9]

Such jurisdictional quarrels between the volunteer Department and City Council, which owned the fire fighting apparatus, occurred frequently as Council tried to assert its authority and the volunteers their independence. In the mid 1850s Council and the Chief quarrelled, with Council maintaining the Chief had overextended his authority by ordering engine tanks to be filled with water without first obtaining the consent of the Fire and Water Committee.[10] In 1863 Council refused to select a Chief from among the names submitted to it by the Department. In the words of one candidate, William Inkson, who had agreed to run only with the understanding that if chosen he would be renumerated for his services, "the Council seemed to care little about this matter."[11] In disgust, the Brigade refused to participate in a procession celebrating the marriage of the Prince of Wales "on account of the very untoward conduct of City Council, inasmuch as they have neglected to recognize the voice of this body."[12]

Jurisdictional squabbling spilled over into the Companies themselves, leading to internal quarreling. In 1859 when Council refused to ratify the Brigade's choice for Chief Engineer, the Department disbanded. Council's

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5 Ibid., p. 48; Fireman's Benefit Fund, History of the Hamilton Fire Department, 1920, pp. 37, 57.

6 Hamilton Spectator, 8 May 1857.

7 Hamilton, Fire Brigade, Minutes, 1859-1868, 6 March 1863; By-law 274, 11 May 1868.

8 City Council, Minutes, 28 February 1848.

9 Ibid., 28 August 1848, 2 October 1848.

10 Ibid., 4 May 1855.

11 Brigade, Minutes, 16 February 1863, 6 March 1863.

12 Ibid.

candidate, Thomas Gray, assumed control of the fire fighting equipment. Gray's attempts to reorganize a new Department were largely unsuccessful. The resulting bitterness affected the Companies and was voiced in the Brigade minutes which record that when Gray attended a meeting called in February 1860 to pick a new Chief, "at once he proceeded to maintain the name of 'Dodger' by resorting to the low trickery which has characterized him on former occasions."[13]

As clashes between City Council and the Department became increasingly frequent, Council tried to assert its authority over the Companies. After 1868 the Chief Engineer was paid a stipend of $100 per year.[14] Under By-law 274, passed in April 1868, the Fire Committee approved all appointments to the Brigade and could dismiss members. Moreover, each quarter the Brigade Secretary was to provide the City Clerk with a list of members including their occupation, place of residence, and the date they joined the Department, and an inventory of equipment; if this was not done the Companies would be denied their annual grant from the city.[15] By the 1870s Council believed there was an advantage in having a trained, paid, standing force under a professional Chief Engineer replace the fractious volunteer Brigade. In 1879, in spite of the objections of many volunteers, a permanent paid force of nine members with support from 24 call men was created.[16]

Under the new Chief, Alexander Aitchison (1879-1905), a radical restructuring of the fire system was undertaken. First, Aitchison visited Fire Departments in other cities, studying their forces, examining their equipment and, in the process, having "an opportunity to learn a great deal about the management of departments."[17] In 1881 he disposed of the services of the call men in order to build up corps of expert firemen. Aitchison emphasized speed and efficiency, replacing hand reels made obsolete upon the opening of the waterworks system with hose wagons and purchasing chemical and steam engines.[18] As the city steadily grew to the east, in 1885 he reopened an old volunteer station on Victoria Avenue North, stationing a new two horse wagon and five permanent men there.[19] In 1888 the Department consisted of 34 officers and men organized into six companies, with total expenditures of $29,830.63; by 1913 there were 88 full-time, paid men formed into 13 companies.[20]

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13 Ibid., 29 February 1860.

14 By-law 274, 11 May 1869.

15 Ibid.

16 By-law 152, 7 January 1879; Palmer, p. 49. The Fire Brigade was now termed Fire Department.

17 City Council, Minutes, 8 September 1879.

18 Ibid., 12 January 1883; History of the Fire Department, pp. 71-79.

19 History of the Fire Department, p. 79.

20 Hamilton, Fire Department, Annual Report, 1888; 1913.

Although the Department purchased its first piece of motor apparatus in 1911, horse drawn wagons were still in use in 1923. Then, the decision was made to opt for the complete motorization of the Department, and new equipment was purchased including double bank ladder trucks and pumpers. By 1926 the Department was totally motorized.[21] At the same time, the activities of the force were expanded. In 1915 the Chief inaugurated the systematic fire inspection of buildings in the city.[22] A Fire Prevention Bureau was established in the 1920s, and an Arson Investigator appointed in 1947.[23] Professional development was the order of the day. On the order of Chief A.B. Ten Eyck (1905-1922), the men were given special training in first aid, and a drill school was established, converting an old fire hose tower into a regular drill tower.[24] In 1956 a Training Department was organized, requiring regular drills, providing manuals for personnel, and keeping progress appraisals on all officers and men.[25]

Administrative reorganization also was undertaken. In 1919 Hamilton was the first city in Canada to adopt a two platoon system. Previously, the men had been forced to spend the entire 24 hours at the station, with only one day off each week. Under the new system, a day shift of ten hours and a night shift of 14 hours were instituted. This change necessitated the hiring of an additional 38 men, and in 1920 when the Provincial Fire Act gave each officer and man a further day off per week, another 25 men were hired. Consequently, by 1920 there were 150 men and officers in the Fire Department.[26]

As well, new fire stations were opened. During World War I the Department operated a temporary station on Beach Road to protect industries in the east end of the city, and in 1927 a permanent station was constructed. In 1929 a new Headquarters building was built, complete with a modern fire alarm system, and in 1930 a Mountain station was opened. By 1934 the Department, with an appropriation of $400,000, was composed of 202 men working out of 12 stations and the Headquarters. It possessed 21 fire fighting vehicles and an up-to-date repair shop.[27] In 1972 with a budget of over $5,000,000, the Department, employing more than 400 men and officers, consisted of three platoons, each under an

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21 Hamilton, Fire Department, A Resume of 10 Years Experience, 1924-1934, p.10.

22 City Council, Minutes, 9 February 1915, 9 November 1915.

23 Annual Report, 1948; City Council, Minutes, 17 December 1957.

24 History of the Fire Department, p. 79.

25 Annual Report, 1956.

26 City Council, Minutes, 23 December 1918; History of the Fire Department, p.111.

27 Resume, pp. 5-6.

assistant Deputy Chief, and four staff divisions - Fire Prevention, Training, Administration, and Apparatus.[28]

The following served as Fire Chief:

| | |
|---|---|
| W Hutchinson Clark | 1847-1848 |
| Samuel Kerr | 1848-1850 |
| Alexander Carpenter | 1850-1851 |
| C.H. Webster | 1851-1853 |
| Thomas Gray | 1853-1854 |
| Samuel Sawyer | 1854-1856 |
| Hugh Boyd | 1857-1858 |
| B. John Harte | 1858-1859 |
| Thomas Gray | 1859-1860 |
| Harcourt B. Bull | 1860-1861 |
| Hugh Boyd | 1861-1862 |
| William Inkson | 1862-1863 |
| James McCabe | 1863-1865 |
| M.F. Gardiner | 1865-1866 |
| M.W. Attwood | 1866-1867 |
| J.A.P. McKenna | 1867-1871 |
| James Amor | 1871-1879 |
| Alexander W. Aitchison | 1879-1905 |
| A.B. Ten Eyck | 1905-1922 |
| Wallace T. James | 1923-1933 |
| Robert Aitchison | 1933-1938 |
| Kenneth Cassell | 1938-1942 |
| William Murdoch | 1942-1949 |
| E.J. Nixon | 1949-1955 |
| R.F. Swanborough | 1955-1972 |
| L.G. Saltmarsh | 1972- |

Series A ANNUAL REPORTS, 1888-1973, 0.25m.

The Chief Engineer began to issue annual reports in 1878 which described the operations of the Fire Department, conditions, and morale. Reports outline expenditures, list the names of officers and men, and provide tallies of equipment. They note the number of alarms and fires occurring during the year and make comparisons with past years, discuss injuries suffered by Department members and the public, and offer recommendations to improve the efficiency of the force. Fires are analyzed according to building type and their cause. Later reports discuss fire safety, public relations, fire inspections, and the operations of the Fire Prevention Bureau. There are large gaps in the reports for the pre World War II period. To fill them researchers should turn to local newspapers which often published excerpts from the annual reports, normally during the first quarter of the year.

Missing: 1897 -1898; 1901; 1903-1904; 1912; 1914-1929; 1931-1947.

Location:1889-1896; 1899; 1902; 1930; 1948-1973, Hamilton Fire Department

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28 Annual Report, 1972.

1888; 1900; 1905-1911; 1913, Hamilton Public Library, Special Collections Department. The Library also contains duplicates of some of the Fire Department's holdings.

Series B MINUTES, 1859-1868, 0.05m.

Series B contains the minutes of the Volunteer Fire Brigade and more specifically those of the Managing Committee and of regular, annual, and special meetings. The minutes discuss finances and the organization of new companies and detail the jurisdictional quarrels with City Council. The reports of the Chief Engineer to Council are included, as are equipment inventories. Each fire alarm for which the Brigade was called out is noted, the fire described, and the actions of the Brigade outlined. The minutes clearly illustrate the democratic organization of the Fire Brigade and the election of officers and provide a picture of its fraternal and social functions. City newspapers also published accounts of the meetings and activities of the Brigade. The membership lists submitted to City Council are missing, but membership can be pieced together by examining newspapers, city directories, the minutes, and secondary sources.

Location: Hamilton Public Library, Special Collections Department

Series C CENTRAL STATION REGISTER, 1885, 0.01m.

The Central Station Register served as a miscellaneous recordbook for the Chief Engineer. It contains detailed accounts for the Fire Department, sick lists, fire statistics, and discussions of personnel matters such as discipline and promotions.

Location: Hamilton Public Library, Special Collections Department

Series D INDUCTION REGISTER, 1885- , 0.03m.

This Induction Register, spanning the period from 1885 to the present, contains in chronological order the name and signature of each person to join the Fire Department.

Series E NEWSPAPER CLIPPINGS, 1885-1966, 1.0m.

This series of scrapbooks of newspaper clippings, culled from local newspapers, touches upon all aspects of the operations and administration of the Fire Department including personnel matters, the acquisition of new equipment, the expansion of services, and fires within the City.

Missing: 1911-1919; 1921-1961

Series F FIRE TRAINING MANUALS, 1959-1966, 0.08m.

Fire Service Training Manuals for 1959 and 1966, prepared by the Training Department, touch upon all aspects of firefighting including: the administration of the Department; discipline; the role of probationary firemen; science and firefighting; the responsibility of the individual fireman in terms of public relations; directions for the operation of equipment; and inspection procedures.

Location: Hamilton Public Library, Special Collections Department

The historical records of the Hamilton Fire Department enable an examination of the professionalization of the force, from a volunteer Brigade to a paid, permanent force, and of the expansion of services, particularly in the area of fire prevention. They provide insight into the fraternal nature of the early Fire Companies and chronicle jurisdictional clashes between the Brigade and City Council as the latter tried to assert its authority over the volunteers. To detail relations between City Council and the fire service, researchers also should turn to RG1, City Council Minutes, which often contained the reports and recommendations of the Fire Committee and to RG2, By-laws. RG11 also provides a starting point for an analysis of the social make-up of the firefighting service and changes in the composition of the membership over time.

Access Arrangements

RG11 is divided between the Hamilton Public Library, Special Collections Department and the Headquarters of the Hamilton Fire Department, located at 55 King William Street, Hamilton. Unless specifically noted, records are held by the Fire Department. Researchers should contact the Department to inquire about obtaining access to the material. The hours of the Hamilton Public Library, Special Collections Department are Monday to Saturday, 9-5 pm, and Tuesday and Thursday nights until 9 p.m.

RG12 HEALTH DEPARTMENT, 1884-1968, 0.64m.

Series A Minutes, 1884-1945, 0.20m.
B Annual Reports, 1904/05-1968, 0.41m.
C Surveys and Reports, 1932-1961, 0.03m.

History

Until 1884 Boards of Health in Hamilton were impermanent bodies created in the face of actual or threatened community health crises to deal with the spread of disease. The Act of Incorporation allowed City Council to establish a Board of Health composed of Councillors and other "fit and proper persons" to "aid and assist the Mayor...to carry into effect the provisions of the By-laws which are or may be passed to preserve the health of said city and to prevent the spread of infectious and other pestilent diseases."[1] The emergency nature of the Board, its existence closely tied to the volume of immigration and the prevalence of disease, retarded recognition of its long-term value in promoting and safeguarding the health of the city.[2] Such emphasis on the seasonality of the work of the Board contributed to a preoccupation with economy; a police constable was deputized to act as Health Officer, responsible for enforcing by-laws relating to the "removal of all filth and whatever may have a tendency to engender diseases from within the limits of the City."[3] Under his supervision, the Board often employed laborers--as many as 22 in early April 1866--to clear the city of dangers to the public health.[4]

In 1873 a By-law on Public Health was passed, leading to the appointment of a Medical Officer of Health (MOH) and making the position of Health Inspector permanent.[5] In the following years additional efforts were made to formalize the activities of the Board. An assistant Health Inspector was appointed in 1878, and the city was divided into two districts for the purpose of inspection.[6] Attention was directed towards keeping detailed books and statistical records concerning departmental operations, and an office was set aside at City Hall with

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1 9 Vic., c. 73, s. 41; By-law 14, 7 June 1847; By-law 16, 14 June 1847.

2 Hamilton, City Council, Minutes, 21 May 1847, 7 February 1848, 21 February 1848, 8 October 1849, 1 November 1852, 30 May 1853, 6 June 1853, 20 March 1854.

3 Ibid., 26 February 1849, 2 April 1849, 30 May 1853, 26 February 1855, 3 September 1855, 29 October 1855. For a detailed description of the duties of the Health Officer see: Hamilton, Revised and Consolidated By-laws, 1869, By-law 8.

4 Ibid., 23 April 1866.

5 36 Vic., c. 43; By-law 61, 12 December 1873; City Council, Minutes, 28 April 1873, 22 December 1873.

6 City Council, Minutes, 23 December 1878, 16 February 1880.

Inspectors available for consultation at set hours.[7] Co-operation with the Province grew after the introduction of the Public Health Act, 1882, with the MOH channeling information between the Provincial and Local Boards.[8] More important, however, was the comprehensive Public Health Act passed by the Ontario Government in 1884 which made mandatory the creation of local Boards of Health composed of the Mayor, the City Clerk, and a number of ratepayers chosen by Council and which established the duties of personnel.[9] After 1884 the Board of Health served as an advisory body formulating policy, and a newly formed civic Health Department assumed responsibility for enforcement. As Executive Officer of the Health Department, the MOH supervised sanitary work, oversaw bookkeeping, and prepared monthly accounts for the Provincial and Local Boards.[10]

At first, the Department largely focused its energies on enforcing Hamilton's sanitary regulations, burying dead animals, and cleaning ash and garbage from lanes.[11] Its 1884 annual report, contained in City Council minutes, praised the efficacy of sanitary reforms in the city and noted that house-to-house inspections were being instituted and that a furnace was being built in an isolated place to burn refuse.[12] Provincial statues providing for the vaccination of the poor were enforced by the Board, which complained in its 1872 report that "many persons refuse to be vaccinated or to allow their children to be vaccinated, through poverty or prejudice and can only be influenced by the fear of the law."[13] After 1889 quality standards for milk were established, with the Health Inspector and the MOH inspecting and licensing dairies and registering milkmen.[14] By 1891 the Health Department consisted of 6 members: the MOH, who supervised the work of the department, enforced the Board of Health's by-laws, tested and inspected milk samples, acted as City Physician attending to the sick poor at the request of the Mayor, and completed monthly mortality statistics for the Dominion Government; an Assistant Health Officer responsible for office work; a Health Inspector, who investigated all complaints including defective plumbing and sewer connections; an Inspector of Scavengers, who supervised garbage collection; a Milk Inspector, who also served as the civic Relief Officer; and an attendant for the crematory and

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7 Ibid., 7 January 1879, 31 May 1880.

8 Ontario Statutes, 1882, c. 29; City Council, Minutes, 31 July 1882.

9 47 Vic., c. 38, s. 12, 69; By-law 248, 31 March 1884.

10 City Council, Minutes, 24 September 1884.

11 Ibid., 14 January 1884, 14 April 1884.

12 Ibid., 24 November 1884.

13 24 Vic., c. 24; Revised Statutes of Ontario, 1878, c. 191; City Council, Minutes, 12 February 1872.

14 City Council, Minutes, 28 December 1888; Revised By-laws, 1899, By-law 46; By-law 999, 27 March 1899.

garbage dump.[15] The limited objectives of the Department were reflected in the MOH's statement that in his opinion it was unlikely that the Department would require further assistance for years.[16] Under By-law 140, April 1900, the position of MOH was made full-time, and he no longer was permitted to maintain a private medical practice.[17]

Under the direction of Dr. James Roberts (1905-1940), described as "the foremost reform figure in the city" in his time, the functions of the Department expanded dramatically.[18] Roberts, whose appointment coincided with an upturn in immigration to the city, struggled against indifferent municipal councils more intent on keeping expenditures down than safeguarding the public health on numerous issues including the creation of a city laboratory, the extension and inspection of sewer construction, and understaffing.[19] Often, Roberts' rationale for improvements was couched in utilitarian tones designed to appeal to civic politicians and business leaders: with proper sewerage facilities in the east end, "a better class of workmen could be secured and their services more easily retained"; the good health of a community was a "valuable asset" which "business interests" should exploit in publicizing the advantages of their city; a healthy population was closely tied to national greatness and "the power of a country".[20]

First, Roberts reorganized the departmental offices, employing stenographers who freed inspectors from much paperwork and allowed them to double their inspections.[21] A Public Health Laboratory was established in 1908 with a City Bacteriologist who analyzed municipal water and medical samples daily.[22] Increased attention was directed towards the health and care of infants and children. In 1907 the monthly medical inspection of schools was instituted, and in 1908 the first school nurses were appointed.[23] Dental clinics

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15 Ibid., 30 November 1891.

16 Ibid.

17 By-law 140, 9 April 1900.

18 John C. Weaver, Hamilton: An Illustrated History (Toronto: Lorimer, 1982), p. 103.

19 Ibid., p. 104; Hamilton Board of Health, Annual Reports, 1904/05, 1905/06, 1906/07, 1909/10.

20 Annual Reports, 1904/05, 1909/10, 1911/12.

21 Ibid., 1907/08, 1909/10.

22 City Council, Minutes, 17 January 1910; Annual Reports, 1909/10.

23 Annual Reports, 1906/07, 1909/10; Hamilton-Wentworth District Health Unit, Highlights in the Story of Preventive Medicine in Hamilton, Ontario, 1778-1968, p. 3.

providing free care and treatment for school children were established in the east and west ends of the city in 1916.[24]

As well, recognizing the high infant mortality rate, Roberts began a campaign to provide safe milk for babies. A Food and Dairy Inspection Division was formed under a veterinarian in 1910. Working in league with the Babies Dispensary Guild, established in 1911, the Health Department struggled to ensure the quality of milk and to educated mothers in baby care. The Board called for the compulsory pasteuration of milk in the city in 1916, but Council rejected the recommendation, and compulsory pasteurization was not required until 1928, one year after the chlorination of the water supply was instituted.[25]

Efforts to hire women health visitors on the British model or trained nurses to undertake housing inspections, sanitary inspections, and child welfare work were thwarted by the city's failure to offer a decent salary.[26] This gap in public health services became evident during the influenza epidemic of 1918-1920 when the city was forced to rely on volunteer nurses (the "Sisters of Service") under the supervision of trained nurses from the hospital.[27] In the aftermath of the epidemic, services were reorganized and expanded. Public health nurses were hired, and in 1921 a Superintendant of Nurses was appointed. By 1923 they were running immunization clinics, examining school children, teaching child hygiene, and performing bedside nursing.[28] In May 1920 a Social Services Branch was set up under a Public Health nurse who operated a Venereal Disease Clinic at Hamilton General Hospital. After 1924 a Mental Health Clinic was run, eventually with the aid of social workers, to examine cases recommended by public health nurses and private physicians and agencies.[29] By 1925 the Department contained 9 separate divisions with a total staff of 75, and a Health Centre had been established in the old library building.[30]

During the Depression, Roberts noted in his annual report that the Health Department was compelled "to curtail desirable expansions and extensions of their activities", and that he constantly was faced with defending departmental expenditures against public criticism.[31] Civic expenditures on public health

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24 City Council, Minutes, 23 February 1915; Annual Reports, 1916/1917; Hamilton, Board of Health, Minutes, 28 September 1916.

25 Highlights, pp. 3-5; Annual Reports, 1916/17, 1919/1920, 1920/21, 1924; Board of Health, Minutes, 10 May 1922.

26 Annual Reports, 1909/10, 1916/17, 1919/20.

27 Highlights, pp. 4-5.

28 Annual Reports, 1922/23; Board of Health, Minutes, 10 May 1920.

29 Annual Reports, 1919/20, 1924, 1925; Board of Health, Minutes, 9 April 1920, 2 February 1925; City Council, Minutes, 25 May 1920.

30 Annual Reports, 1919/20, 1921/22, 1925; City Council, Minutes, 14 October 1920.

31 Annual Reports, 1931/32.

in Hamilton had totalled $17,250 in 1905, of which over 80% had been spent on garbage collection; by 1932 appropriations had risen to $131,231.[32] In 1934, after a lengthy investigation by the Special Health Services Committee of Council, the Babies Dispensary Guild and the School Medical Services of the Board of Education were amalgamated into the Health Department which, for its part, was reorganized into five divisions: Administration; Preventive Disease Control; Medical Services; Inspection Services; and Laboratories. Work increasingly was decentralized after the establishment of a health centre in the east end of the city.[33] In 1937 a comprehensive Health By-law was passed by Council.[34]

In the postwar period attention was directed towards better air and water pollution prevention and cleanup. In 1944 a Special Committee of City Council was appointed to investigate pollution in Hamilton Bay, and in 1950 an Anti-Smoke By-law was passed to help control air pollution.[35] The Board of Health, however, had less success in its efforts to promote the fluoridation of drinking water; its fluoridation schemes were rejected several times both by Council and later by a municipal plebescite.[36] During these years departmental staff were urged to upgrade their professional qualifications, and as of 1963 all physicians employed by the city were required to obtain a Diploma in Public Health.[37] In 1952 the Health Department consisted of 80 full-time and 20 part-time personnel with an appropriation of $423,747.[38] Frequent complaints, however, were voiced concerning staff shortages and low wages which forced the Department "... to refrain from programme elaborations, and indeed [made it] generally hard pressed to satisfactorily continue our current procedures with a growing population."[39] Physically the Department did grow, with a new headquarters building constructed in 1953 and a Mountain Unit complete with clinic services opened in 1964.[40]

The province, since 1884, had taken an expanding interest in the planning and direction of public health services in Ontario. For example, after 1912 municipal sewer and water plans had to be approved by the province which could order improvements. Municipal Health By-laws first had to be submitted to the

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32 Ibid.

33 Ibid.,; City Council, Minutes, 10 November 1932, 31 October 1933; A Survey of Health Activities in the City of Hamilton, September 1933.

34 By-law 4798, 29 September 1937. Confirmed City of Hamilton Act, 1937.

35 City Council, Minutes, 3 January 1944, 29 May 1951; Annual Reports, 1946.

36 Annual Reports, 1953, 1954, 1962; Highlights, pp. 8-12.

37 Annual Reports, 1946, 1963.

38 Ibid., 1952.

39 Ibid., 1951, 1954, 1960, 1962.

40 Ibid., 1953, 1954, 1963; Highlights, pp. 8-11.

Ontario Ministry of Health.[41] In 1967 the Ministry passed regulations whereby local health agencies were more closely affiliated to the provincial Health Department. In that year, Hamilton's Health Department had a budget of $1,137,425 composed of $857,425 from the municipality, a $142,000 grant from the province, and a $158,000 federal grant. There were 138 full-time and 20 part-time employees. The Ministry proposed that the city and Wentworth County amalgamate their health services to form a new district health unit serving the whole of Wentworth County including the City of Hamilton. The newly constituted Hamilton and Wentworth District Health Unit was offered an increased provincial grant amounting to 75% of its operating costs. Although at first both city and County showed some reluctance, eventually an agreement was reached, and the existing Boards of Health were dissolved.[42] The new Board of Health, which met for the first time in July 1968, was responsible for the health services of the entire county and was free to negotiate its own contracts with bargaining units and to define its own personnel policies.[43]

The following served as Medical Officer of Health:

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| 1873-1876 | Dr. Charles O'Reilly |
| 1876-1901 | Dr. Isaac Ryall |
| 1901-1905 | Dr. W.F. Langrill |
| 1905-1940 | Dr. James Roberts |
| 1940-1947 | Dr. J.E. Davey |
| 1947-1964 | Dr. L.A. Clarke |
| 1964-1966 | Dr. J.S. Kitching |
| 1966-1967 | Dr. J.P. Wells (Acting MOH) |
| 1967- | Dr. A.I. Cunningham |

Series A MINUTES, 1884-1945, 0.20m.

These alphabetically indexed minutes contain details concerning all aspects of the formulation of policy by the Board of Health and the administration and operations of the Health Department. Included in the minutes are: accounts and estimates of expenditures and debates over public health financing; petitions, complaints, and deputations received by the Board; by-law enforcement policy; discussion and decisions concerning the provision and expansion of health services in the city; applications for sanitary facilities in homes; recommendations made to the Board by the Medical Officer of Health; and details concerning the expansion and supervision of personnel. The recommendations made by the Board of Health to City Council are also found in the minutes.

Series B ANNUAL REPORTS, 1904/05-1968, 0.41m.

Series B consists of the annual or bi-annual reports of the Medical Officer of Health to the Board of Health and City Council. Included are synopses of the activities of the Health Department and the recommendations of the Medical

41 Weaver, p. 104; Annual Reports, 1935/6.

42 Annual Reports, 1967, 1968; By-law 68-123, 9 April 1969; By-law 68-124, 9 April 1968.

43 Highlights, p. 15.

Officer of Health to improve and expand services. The reports examine health concerns in the city such as infant mortality, housing conditions, and the outbreak of epidemics, and often contain analyses concerning current medical theories and practices. Early reports permit insight into the philosophy underlying the provision of public health care in Hamilton. As well, they enable a study of the evolving interest in public health and the expansion of the Department itself. Separate reports are included for each branch or division of the Department and contain an outline of their work and recommendations. Also incorporated are statistical examinations and summaries of the state of public health in Hamilton which include comparative charts summarizing and classifying the causes of death in the city and the incidence of contagious disease and tables detailing births and deaths.

Missing: 1907-1909; 1910-1911; 1913-1916; 1918-1919; 1941-1945.

Series C SURVEYS AND REPORTS, 1932-1961, 0.03m.

Series C consists of four reports/surveys prepared for the Board of Health and City Council. The first, "Report of the Medical Officer of Hamilton on the Amalgamation of Health Serives in the City of Hamilton, 5 November 1932", analizes the duplication of health services in the city and more particularly those relating to child welfare, and considers their possible amalgamation under one head. The second, "A Survey of Health Activities in the City of Hamilton, September 1933", makes recommendations concerning the amalgamation of the Babies Dispensary Guild, the health services of the Board of Education, and the Board of Health.

The June 1938 "Report on Housing Conditions" examines the prevalence of unsanitary dwellings within the city and pays particular attention to the importance of structural safety and the provision of sanitary facilities. The fourth report "A Survey of Health Activities in the City of Hamilton, December 1961", financed by the federal government and prepared under the auspices of the Canadian Public Health Association, was designed as a blueprint for the future expansion of public health services in Hamiltons.

Researchers interested in social and medical reform and the philosophies underlying them will find useful material in RG12. In particular, statistical material in Series A and Series B can be used to explore the success of the public health movement in preventing and combatting disease. RG12 is useful for tracing the expansion of public health services and concerns in Hamilton, the interplay between health professionals, municipal and provincial governments and the public concerning the provision of health care, and the organization and professionalization of public health services. For pre 1884 material researchers should examine City Council minutes which contain Board of Health reports and accounts. Until the creation of a permanent Board of Health in 1884 Council often supervised and directed public health activities in Hamilton. After the appointment of a Medical Officer of Health in 1873, his annual reports to the Board of Health often were included in Council Minutes (RG1).

Access Arrangements

The records of the Board of Health and the Health Department are located at the Hamilton Public Library, Special Collections Department. Its hours are Monday to Saturday, 9-5, and Tuesday and Thursday until 9 p.m.

RG13 HOSPITALS, 1896-1957, 0.68m.

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| Series A | Board of Governors, Minutes, 1896-1952, 0.30m. |
| B | By-laws, 1896-1925, 0.04m. |
| C | Committee Reports, 1928-1952, 0.17m. |
| D | Reports and Studies, 1944-1957, 0.12m. |
| F | Medical Advisory Council, Minutes, 1942-1948, 0.05m. |

History

Early city hospitals in Hamilton were viewed largely as charitable institutions administering to the sick poor.[1] In the spring of 1847 a crisis arising from an influx of destitute emigrants from the British Isles led City Council to pass By-law 14, empowering the Board of Health to construct and operate a hospital and dispensary at the city's expense. These first hospitals were an annual solution to a "temporary" dilemma: opened at the beginning of the "emigration season", they were closed at its conclusion.[2]

In 1849 Council decided to establish a permanent facility to serve both as a hospital and as a House of Industry for the poor and indigent who were either unwilling or unable to care for themselves. Charity was, however, not the sole motivating force behind this decision; indeed, as Council remarked: "The erection of the House of Industry [and Hospital] ... may be viewed more in the light of an increase in the value of the property of the City."[3] The new hospital, opened in the early 1850s and funded by city taxation, provincial grants, and monies from the Great Western Railway, was to be run with "economy, humanity, and Christian charity", with special emphasis placed on economy.[4] Its management was the responsibility of a committee of City Council.

At first, the House of Industry took precedence, but gradually hospital and charitable functions were separated. In 1857 the old hospital building was renovated for use as a House of Refuge [formerly known as the House of Industry] for destitute women and children. Under By-law 207, in December 1861 City Council established a new Hospital Committee composed of a member from each ward, with a mandate to inspect "the affairs and general management of the Hospital."[5] Council continued to exercise ultimate control, approving purchases of supplies, supervising personnel, and ordering repairs. Council minutes include detailed hospital accounts as well as regular reports from the Resident Physician outlining admissions, deaths, illnesses, and medical recommendations.

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1 Richard Splane, Social Welfare in Ontario, 1791-1893: A Study of Public Welfare Administration (Toronto: University of Toronto Press, 1965), pp. 208-211.

2 Hamilton, City Council, Minutes, 31 May 1847, 7 February 1848.

3 Ibid., 26 March 1849, 9 January 1850.

4 Ibid., 27 November 1854.

5 By-law 207, Rules and Regulations of the City Hospital, 30 December 1861.

In June 1880 construction began on a new facility to accomodate approximately 100 patients in addition to the hospital household on a six-acre site at the corner of Barton and Guise Streets. The new City Hospital opened in November 1882, and the old building was utilized as the House of Refuge. In harmony with turn-of-the-century emphasis on the importance of experts, attention increasingly was directed towards obtaining better trained, more specialized personnel both as physicians and nurses, and in 1890 a nursing school was established.

In this period, municipal governments increasingly were creating administrative boards run by "experts" and businessmen to operate clearly defined departments; in Hamilton in 1896 City Council under By-law 842, confirmed by 61 Vic., c. 43, placed the management and control of the hospital under a Board of Governors.[6] According to a detailed 1929 Administrative Survey charged with outlining conditions and making recommendations concerning the organization, physical layout, management, and policy of the Civic Hospitals, this was done to remove the hospital "as far as possible from political interference." The survey noted, however, that subsequent by-laws had chipped away at the Board's authority and autonomy; by 1929, it concluded, the Board held only nominal control over the hospitals because Council had regained jurisdiction over salaries, "the most powerful instrument of control".[7]

While the administrative and professional structures of the hospital were evolving, a period of almost constant physical expansion occurred lasting until 1914: several new wings and buildings were constructed including a Sick Children's Hospital, largely financed by private subscriptions and the sale of souvenirs.[8] In 1911-1912 in the midst of a period of speculative interest in the Mountain, plans were made to build a hospital there as well.[9] Opened in 1917 as a 100-bed unit for convalescing semi-private patients on a lot at the corner of Upper Sherman and Concession Streets, Mount Hamilton Hospital was intended eventually to replace the crowded Barton Street Hospital.[10] The Mountain location had, in the opinion of city officials, several things to recommend it: first, there was ample room for a projected expansion to 10 buildings, unlike at Barton Street where the city had been forced to purchase land for extensions at exhorbitant prices; second, in the words of the Hamilton Daily Times, "the view and air are nigh sufficient in themselves to bring back to sufferers' lost health; and third, the city would be able to make settlement on the Mountain appear more attractive and to anticipate a future need for medical services.[11]

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6 By-law 842, March 30, 1896; 61 Vic., c. 43.

7 City Council, Minutes, 19 October 1929; Medical Advisory Council, Minutes, 19 November 1948.

8 City Council, Minutes, 8 January 1912.

9 Ibid., 9 January 1911, 8 January 1912.

10 Hamilton Spectator, 9 September 1916.

11 Ibid.; Hamilton Daily Times, 25 September 1916.

In spite of all of these calculations, however, the Mountain Hospital proved to be unpopular, both because of its relatively isolated location and because, as a convalescent centre, it did not have the range of medical facilities available at the better equipped General Hospital.[12] A Maternity Wing, constructed in the early 1930s, was not opened until 1938 because of the city's financial position during the Depression.[13] Throughout the 1930s numerous proposals were made to expand the Mountain Hospital because of overcrowding at the Hamilton General; ultimately a new structure, the Henderson Hospital, was opened in 1954 on the southeast corner of the Mount Hamilton Hospital property to provide chronic and convalescent care and to fill the needs created by the post-war housing boom on the Mountain.

In 1962 under By-law 9523, control of the hospitals was removed from the city and placed in the hands of a new, independent corporation, the Board of Governors of the Hamilton Civic Hospitals. This Board is wholly responsible for the general management, operation, and maintenance of the city hospitals.[14]

Series A BOARD OF GOVERNORS, MINUTES, 1896-1952, 0.30m.

Series A consists of the minutes of the Hospital Board of Governors detailing the non-medical operations and administration of the Civic Hospitals. The minutes outline the formulation of policy regarding patients and staff by the Board and deal with a wide range of subjects including personnel, maintenance, purchasing, service extension, and funding. Later minute books contain the reports of the Board of Governors to City Council and those of various sub-committees including the Finance, Executive, Personnel, Purchasing, and House and Property Committees, the Medical Advisory Council, and the Women's Auxiliary. Material covering the period 1890-1896 is located in RG3, Series A, the Minutes of the Hospital and House of Refuge Committee. Those wishing to research the pre-1890 period should examine RG1, City Council Minutes, which contain both committee reports and hospital accounts.

Series B BY-LAWS, 1896-1925, 0.04m.

The Hospital Board of Governors passed by-laws, later approved by Hamilton City Council, concerning the operation of the Civic Hospitals. By-laws 1 to 8 deal with personnel and salary matters.

Series C COMMITTEE REPORTS, 1928-1952, 0.17m.

Series C contains the reports, organized by date, of the Finance Committee, 1928-1929, 1931-1951, the House and Property Committee, 1928-1929, 1931-1952, and the Joint Building Committee, 1944, to the Hospital Board of Governors. Finance Committee reports outline purchases made for the hospital, list tenders and accounts, and discuss the appointments and promotions of staff and their

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12 Spectator, 17 November 1920. The Barton Street Hospital was renamed Hamilton General Hospital in 1919.

13 Hamilton Herald, 13 November 1931.

14 By-law 9523, 28 November 1961.

salaries. The reports of the House and Property Committee detail improvements and repairs to and the maintenance of the hospitals and their grounds, including the purchasing of new equipment and supplies. The 1944 Report of the Joint Building Committee analyses the hospital situation in Hamilton, focusing on accomodation and medical and surgical ancilliary services. It makes recommendations for current and future hospital expansion.

Series D REPORTS AND STUDIES, 1944-1957, 0.12m.

Series D consists of two reports by outside consultants analyzing the provision of hospital services in Hamilton. "A Study of Hamilton General Hospital, 1946" presents an administrative survey, examining the hospital requirements of the Hamilton area and the finances and organization of the Hospital. It studies both professional and service operations. The two-part "An Expansion Program for the Hamilton General Hospital, 1955, 1957" reports on existing hospital facilities and anticipates future needs.

Series E MEDICAL ADVISORY COUNCIL, MINUTES, 1942-1948, 0.05m.

The Medical Advisory Council, composed of physicians affiliated with the Civic Hospitals, made recommendations to the Board of Governors concerning medical matters. These minutes discuss the training of medical personnel, the purchasing of new equipment, and the expansion of medical services. The reports of the Medical Advisory Committee were incorporated into the minutes of the Board of Governors (RG13, Series A).

RG13 permits an examination of the expansion of hospital services in Hamilton, both physically and in terms of the variety and complexity of facilities provided. Researchers studying the professionalization of medical and hospital services will find much useful material in RG13. Relations, and indeed competition, between City Council and the Hospital Board of Governors over jurisdiction are discussed; thus the collection provides insight into the administrative evolution of hospitals.

Access Arrangements

RG13, the historical records of the Hamilton Civic Hospitals, are located in the Hamilton Public Library, Special Collections Department. Its hours are Monday to Saturday, 9-5, and Tuesday and Thursday evenings until 9 p.m.

## RG14 PERSONNEL DEPARTMENT

The records of the Personnel Department fall under the City's Record Retention By-law and are considered confidential. Access to them is closed. Researchers interested in the personnel history of the City of Hamilton should turn to RG1, City Council minutes, which detail City Council's part in hiring and supervising personnel. RG2, By-laws, contains staffing by-laws used to appoint city officers and establish their duties. Records dealing with personnel matters may be found in departmental record groups as until 1910 the responsibility for personnel was very decentralized. Independent Boards had responsibility for staffing their departments. More specifically, RG8, Treasury, contains a wealth of information involving personnel including day books for the Works Department and detailed pay lists. After 1910 the Board of Control (RG5) assumed responsibility for personnel, and its minutes contain much material dealing with this subject.

### History

Hamilton's Act of Incorporation (9 Vic., c. 73, s. 35-39) listed the personnel which the city was permitted to hire. Individual committees and boards made recommendations concerning city positions to Council, which then determined the duties and salaries of the Corporation's officers. Subsequently, these appointments, salaries, and job descriptions were confirmed by by-law.

Both Hamilton's increase in size and its assumption of responsibility for a growing number of urban services such as cemeteries, the hospital, sewers, and waterworks led to the expansion of the city bureaucracy. City officers discovered that they needed assistance to cope with the greater volume of work and new obligations. At first, new positions were explained as temporary measures, but over time they were made permanent.

Increasingly, efforts were made to monitor and regulate personnel requirements, qualifications, and duties more rigorously and scientifically. The city slowly moved away from a system whereby officers had been paid by a combination of fees and salaries towards strictly salaried renumeration.[1] A Special Municipal Committee report in 1891 called for the "scientific management" of personnel, urging, for example, that time books be kept in each department and that pay be deducted for absences.[2] In 1896 By-law 858 classified clerks, set pay scales, and established a set of criteria for holding clerkships.[3] The focus was on specialization and experts, as Mayor Charles Booker emphasized in his 1917 inaugural address: "The city has practical experts in charge of all departments and the responsibility for the work connected with their several departments must rest with them."[4] Under the mayorality of Herbert Wilton (1934-35), greater attention was paid to making

1 Hamilton City Council, Minutes, 30 November 1891, 25 September 1905.

2 Ibid., 30 November 1891.

3 Ibid., 8 June 1896, 2 November 1896.

4 Ibid., 8 January 1917, 14 January 1918.

appointments according to seniority. Newly created positions were advertised, and Wilton urged that they be filled according to ability, not aldermanic influence.[5]

Financial imperatives helped to decide the size of the civic bureaucracy. During an 1849 financial crisis, for example, Council reduced salaries, amalgamated jobs, abolished certain positions, and even contemplated renting offices to the highest bidder.[6] The pattern was set that in periods of municipal financial distress, civic retrenchment included personnel consolidation and reduction.

Civic employment rolls frequently were used as a form of outdoor unemployment relief. In 1880 Council attempted to alleviate widespread unemployment among the "labouring poor" by providing unskilled jobs on public works. In order to distribute relief to as many people as possible, it was stipulated that no individual thus employed could receive more than one week of work at a time.[7] In 1899 Council sought to systematize and regulate its provision of such work by establishing a Civic Labor Bureau (By-law 988). City departments needing workers were required to apply to the Labor Bureau, a committee of Council, which had access to a register, compiled by the Relief Officer, of those people desiring employment with the city. Work was to be offered only to registered applicants, married men were given preference, and a rotation system was established with no laborer obtaining more than six days continuous work at one time.[8]

During the Depression the construction of public works again was used as a relief measure. Between 1930 and 1934, as Council minutes show, Hamilton conducted a massive programme of municipal improvements funded equally by the city, the Province, and the Dominion. In his 1931 inaugural address Mayor John Peebles called for a detailed study of the working conditions of civic employees and for the organization of a central employment office. In Peebles' estimation it was essential that "the city should endeavour to be an ideal employer and lead the way to improved conditions."[9] Under By-law 4268 Council appointed a City Employment Officer to supervise hiring. In 1932 following complaints concerning the improper treatment of applicants he was removed from office. Hamilton reverted to the earlier system of job rotation supervised by the City Engineer.[10]

In the post-Depression years, interest has been directed at employee welfare. In 1933 motivated primarily by a desire to free up jobs for younger

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5 Ibid., 7 January 1935.

6 Ibid., 19 January 1849, 16 February 1849, 19 February 1849.

7 Ibid., 2 February 1880.

8 By-law 988, 13 March 1899.

9 City Council, Minutes, 7 January 1931.

10 Ibid., 18 July 1931, 27 January 1932, 10 February 1932.

workers, Council had set 70 as the mandatory age for retirement.[11] In October 1943 By-law 5439 established a pension system for full-time municipal workers, and in 1957 the Police and Fire Benefit Funds, begun in 1902 and 1910 respectively, were incorporated into the wider municipal plan, known as the Hamilton Retirement Fund.[12] Civic employees also unionized. A July 1944 agreement between the Corporation and the Civic Employees Union of the Canadian Congress of Labor recognized the union as the sole bargaining agent for city workers and set up, among other things, grievance and arbitration procedures and seniority groupings.[13] Council minutes detail negotiations and agreements between the city and the unions and are useful in assessing evolving employer-worker relations in the municipal sphere in the post-war period.

Professionalization, but most specifically unionization, necessitated the formation of a Personnel Department. In 1947 an Advisory Personnel Committee was struck to make recommendations concerning wages and salaries after first consulting with each department and with employee representatives. By preparing an extensive, detailed table of job classifications with pay scales set for each grouping, the Committee anticipated that "[the] annual individual struggles and competition for pay rising before the Board of Control will end."[14] In 1949 a Personnel Department was organized under a Personnel Director who continued the systematic analysis and classification of positions in city government, recommended salary scales, and administered a growing number of employee benefit plans including a group hospital and medical benefit package introduced in 1955 and a group life insurance plan begun in 1957.[15] The Personnel Director was responsible for advertising job vacancies and accepting applications, updating city personnel policies, suggesting training and management courses for municipal employees, and making recommendations concerning hiring and firing after first consulting department heads. As well, he advised Council concerning changes in the personnel policies of industry and other municipalities which potentially could affect the City. The Personnel Department acted as a central repository for employee information files, and there no longer was a need for individual departments to keep personnel records.[16] The city's contribution to benefit plans totalled $105,330 in 1973. Appropriations for the Personnel Department were set at $213,220.[17]

Personnel Director

| | |
|---|---|
| John Longworth | 1949- |

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11 Ibid., 7 June 1933.

12 Ibid., 26 October 1943; By-law 7970, 5 February 1957.

13 Ibid., 25 July 1944.

14 Ibid., 5 January 1948.

15 By-law 7776, 27 September 1955.

16 Hamilton, Accounting Survey of the City of Hamilton, January 1951.

17 Hamilton, Treasury, Estimates, 1973, pp. 29, 176.

RG15 BUILDING DEPARTMENT, 1940- , 41.10m.

| | | |
|---|---|---|
| Series A | Zoning By-laws, 1950- | , 0.30m. |
| B | Property Rules, 1940- | , 40.0m. |
| C | Development Agreements, 1940- | , 0.20m. |
| D | Registered Survey Plans, 1940- | , 0.60m. |

History

A Building Inspector was appointed by the City of Hamilton in April 1894. The groundwork for the creation of this office had been laid several years earlier. In March 1890 the Market, Fire and Police Committee had requested permission to appoint a Building Inspector who would also act as a Plumbing Inspector, a post the Board of Works, in the initial stages of establishing a sewer system in Hamilton, had urged City Council to create in 1888.[1] Council did not accept these recommendations but in November 1891 did pass By-law 541 which required people erecting new or altering or repairing old buildings at a cost of over $100 in material to lodge a plan or description with the Building Inspector and obtain a building permit.[2] It was only, however, with the end of the economic depression of the early 1890s and the beginnings of a construction boom precipitated by new industrial and railway projects in the city that the by-law was enforced and a Building Inspector named.

Required to be "a competent, practical and discreet man", the Building Inspector was responsible for multiple functions including the inspection of buildings, drains, and fire limits. His duties were numerous and encompassed: caring for the building plans and descriptions deposited with him and recording them in an indexed book open for inspection; inspecting all buildings while they were being erected, altered, or enlarged and all scaffolding used therein; inspecting chimneys; inspecting drains and preparing diagrams showing their location; enforcing by-laws; and establishing new fire limits. The Building Inspector could order unsafe or dilapidated buildings which he felt were hazards or buildings contravening by-laws torn down. The by-law itself provided a rudimentary building code, setting up requirements for fire escapes, furnaces, and stoves. Finally, the Inspector was required to submit detailed annual reports directly to City Council.[3] This new office of city government was made a section of the Engineer's Department.

Appended to City Council minutes, the annual reports described and listed the number and value of building permits issued on a monthly basis, often by ward. Yearly comparisons were provided. Details were included regarding inspections, complaints, and buildings ordered removed, and the reports illustrate a growing concern with safety and removing public hazards. The Building Inspector suggested ways to improve inspection, outlined difficulties which he faced, and offered a general assessment of the construction scene in Hamilton, but did not include information on budget allocations and the growth of personnel.

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1 Hamilton, City Council, Minutes, 24 October 1888, 31 March 1890.

2 By-law 541, 10 November 1890.

3 By-law 730, 30 April 1894.

Less detailed reports also were incorporated into the annual reports of the City Engineer and, after 1907, into those of the Board of Health.

As the city grew in size and provided new services to its residents and as an extraordinary construction boom engulfed Hamilton between 1910 and 1914, this section of municipal government expanded. The Building Inspector was made responsible for plumbing, and in 1911 a separate Plumbing Inspector was appointed.[4] An Inspector of Drains and an assistant Building Inspector were named.[5] By 1921 the city had begun to be divided into building inspection districts.[6] A new position, that of Electrical Inspector, was created in 1912 after Hamilton joined the Ontario Hydro system.[7] Often, the Board of Health was instrumental in sponsoring the creation of these new posts, particularly those dealing with sanitation and public health such as the Plumbing and Sewer Inspectors, the latter appointed in 1930 to supervise the construction and hook-up of Board-recommended storm sewers.[8] As well, beginning in 1914 increasingly elaborate and comprehensive building codes were introduced, the heirs of the early by-laws establishing fire limits. These codes were revised at roughly ten-year intervals with the assistance of committees of experts drawn from City Council, the building trades and professions, real estate, and the Fire and Health Departments.[9]

As the construction boom began to wind down in the second half of 1914, accusations were levelled that during the height of activity Building Inspectors had demanded and received money from contractors in order to expedite the processing of permits and to approve work.[10] A judicial inquiry upheld these charges and incidently provides insight into the normal operations of the Department.[11] Similar glimpses are contained in a 1944 judicial inquiry ordered following the Moose Temple fire. In this case, it was determined that the building by-law was adequate but that its provisions had not been properly enforced. Further, the inquiry concluded that the Building Commissioner, heading the Department, and the Building Inspectors were negligent in the performance of their duties. The Commissioner had failed to prepare annual reports, building records had not been kept, proper inspections had not been undertaken, permits for places of assembly had not been issued, and the Inspectors had not used their

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4 By-law 966, 25 April 1910, 7 November 1911.

5 By-law 1160, 10 July 1911.

6 City Council, Minutes, 17 February 1921.

7 By-law 1567, 30 December 1912. An assistant Electrical Inspector was appointed in 1914. City Council, Minutes, 28 April 1914.

8 Ibid., 8 July 1907, 8 October 1929, 8 April 1930; Board of Health, Annual Reports, 1904-05, 1905-06.

9 By-law 1630, 14 May 1914; By-law 3561, 27 December 1927; By-law 4797, 29 September 1936; City Council, Minutes, 14 October 1947.

10 Ibid., 27 November 1914.

11 Ibid., 13 October 1914, 27 November 1914.

powers to demand plans of buildings. In the aftermath of the investigation, a separate Building Department was created under the direction of a registered professional engineer, and new emphasis was placed on hiring qualified and trained personnel.[12]

Following the Second World War the terms of reference of the Building Department continued to expand from its original mandate of inspecting building structures to include such functions as regulating heating and ventilation installation and overseeing the construction of swimming pools. It assumed responsibility for interpreting and enforcing zoning by-laws, and in 1951 a zoning inspector was appointed.[13] Increased emphasis was placed on the regulation of the building trades with the Department regulating the hours of construction work in the city and issuing trade licenses.[14] In 1964 a construction safety division was begun which issued annual reports on the state of construction safety in the city and provided detailed accounts of accidents.[15] Employee functions became increasingly specialized as the positions of plans examiner and by-law enforcement officer were created. In 1973 appropriations for the Department, with a staff of 18, equalled $578,120.[16]

The following served as Department heads:

| | |
|---|---|
| John Anderson | 1894-1914 |
| W.J. Whitelock | 1914-1937 |
| W.L. McFaul | 1937-1944 |
| A.R. Hannaford | 1944-1952 |
| F.J. Veale | 1952-1967 |
| I.R. Robertson | 1967-1971 |
| P. Kuppe | 1971- |

Series A ZONING BY-LAWS, 1950- , 0.30m. microfiche

Series A consists of zoning by-laws, filed by date, which have been passed by Hamilton City Council.

Series B PROPERTY FILES, 1940- , 40.0m. microfiche

Property files are arranged by an alphabetical street listing and by number. Each property in the city has a separate file of material which may contain records concerning legal title, property standards, and commercial development, and construction specifications, soil tests, plans, blueprints, and Department of Labor drawings.

Series C DEVELOPMENT AGREEMENTS, 1940- , 0.20m. microfiche

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12 Ibid., 3 August 1944, 19 August 1944.

13 Ibid., 10 April 1951.

14 By-law 4189, 31 March 1931.

15 City Council, Minutes, 30 November 1965.

16 Hamilton, Treasury Department, Estimates, 1973, p. 73.

Series C consists of contracts and agreements to develop properties within the City and may contain information concerning legal title, survey plans, blueprints, and construction specifications.

Series D REGISTERED SURVEY PLANS, 1940- , 0.60m.

Registered land survey plans are filed alphabetically by street and then by address.

Under the City's most recent Record Retention By-law (By-law 81-218) building permits and related documents and orders and inspection reports are retained for seven years while general correspondence is kept for a five year period.

Access Arrangements

RG15 is located in the Building Department, Hamilton City Hall. Researchers should contact the Department to inquire about obtaining access to this material.

RG16 ENGINEERING AND WORKS, 1854-1973, 44.71m.

| | | |
|---|---|---|
| Series | A | Annual Reports, City Engineer, 1898-1959, 0.36m. |
| | B | Reports, Waterworks, 1854-1860, 0.04m. |
| | C | Miscellaneous Reports and Studies, 1885-1969, 0.17m. |
| | D | Subdivision Files, 1964- , 6.0m. |
| | E | Urban Renewal Files, 1968, 0.30m. |
| | F | Miscellaneous Files, 1964- , 27.0m. |
| | G | Sewer Agreements, 1889- . 7.0m. |
| | H | Sewer Connection Books, 1910-1933, 1.0m. |
| | I | Blueprints, 1910-1960 |
| | J | Daybook, Waterworks, 1857-1860, 0.03m. |
| | K | Plans Register, 1917-1926, 0.02m. |
| | L | Site Photographs, 1926-1962, 1.50m. |
| | M | Scrapbooks, Engineering, 1962-1973, 0.91m. |
| | N | Scrapbooks, Works, 1954-1973, 0.38m. |

History

In June 1847 a surveyor/engineer was appointed by Hamilton City Council under the Act of Incorporation.[1] His first assigned duties were to investigate citizen grievances, to report to Council on the state of roads and assess the cost of widening and macadamizing them, to remove obstructions protruding over streets and sidewalks, and to estimate the cost of constructing sewer mains in central areas of the city.[2] Significantly, in terms of his later functions, he also was to analyze the cost of obtaining water for the city from Hamilton Bay.[3] Initially, however, Council viewed his position as non-essential. In January 1849 the Finance Committee recommended dispensing with the surveyor's services because of the fact that "the state of the City's finances urgently demands all prudent retrenchment."[4] A decision was deferred, but in 1850 and 1851 the abolition of the office again was suggested, in the latter instance on the grounds of utility "inasmuch as there is but little prospect of any important work being done during the current year."[5]

After 1851, however, growing emphasis was placed on providing municipal services, and attention was directed to improving streets, sidewalks, and sewers and installing street lighting. The creation of the Board of Works in 1854 highlighted this new focus; its reports to Council were incorporated into City

1 Hamilton, City Council, Minutes, 21 June 1847; 9 Vic., c. 73, s. 39.

2 City Council, Minutes, 15 February 1847, 30 August 1847, 16 October 1847, 1 November 1847, 26 March 1849, 15 February 1850, 21 August 1854.

3 Ibid., 4 August 1847.

4 Ibid., 29 January 1849.

5 Ibid., 19 March 1851.

Council minutes.[6] This changed direction, combined with new responsibilities originating after 1856 when the city embarked on an ambitious scheme to construct a waterworks system, gave the office of engineer a higher profile. A Board of Waterworks Commissioners was established in 1856 with responsibility for "supplying the city ... with a sufficient quantity of pure and wholesome water for the use of its inhabitants," and in 1857 Thomas Keefer, a prominent engineer, was hired to prepare a plan for the system.[7] The city engineer would serve as manager of this new endeavour after it became operational in 1860.

With these increased duties came a greater emphasis on obtaining a qualified engineer. In 1855 Council had complained that "when the Engineer is most needed, he cannot be had in consequence of his private or other engagements, consequently matters of importance to the City are neglected." Because of this, plans for city projects often were not prepared until the last minute, and defective plans frequently were drawn up.[8] William Haskins, appointed engineer in 1856, was chosen on the understanding that he would be a full-time employee carrying all the duties of a Civil Engineer, Architect, and Provincial Land Surveyor. Haskins agreed to supply his own instruments, and Council promised to provide him with a suitable office and with assistance upon application to the Board of Works.[9] This latter promise, Haskins was to discover, was difficult to realize as Council balked at giving him professional help.[10]

As City Engineer, Manager of Waterworks, and after 1858 Street Inspector, Haskin's duties were numerous. Under the direction of the Board of Works he controlled and managed all work done on streets and sidewalks and ensured that they were in good repair and that snow and ice were removed in the winter. He hired, supervised, and could fire all individuals employed by the city to work on streets, sidewalks, sewers, and other projects.[11] He approved sewer hookups and was required to submit an annual statement to the City Clerk listing houses in the city with sewer connections.[12] He attended meetings of the Board of Works and the Waterworks Committee, keeping their minutes and storing departmental records. He oversaw all work done in the department including the preparation of the Water Rates Roll, Waterworks bookkeeping, and the collection of all rates imposed for street watering and sewerage.[13]

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6 By-law 110, 17 August 1854.

7 19 Vic., c. 64, s. 2, 19 June 1856.

8 City Council, Minutes, 28 September 1855.

9 Ibid., 3 March 1856.

10 Ibid., 5 October 1857.

11 Rev. and Con. By-laws, 1869, By-law 15; City Council, Minutes, 26 January 1858, 23 January 1884.

12 Rev. and Con. By-laws, 1869, By-law 14.

13 Ibid., By-law 20.

In 1873 Council decided this was too great a responsibility for one man and relieved Haskins of his duties as Superintendent of Streets and Sidewalks. A Street Commissioner was appointed, under Haskins, to supervise new work and repairs on streets and sidewalks.[14] In time, he assumed the duty of preparing sewer rate rolls and served as secretary of the Parks, Sewers, and the Market, Fire and Police Committees and the Board of Works.[15] After 1884, moreover, the Engineer no longer was responsible for the financial affairs of the Waterworks, which were transferred to the Tax Collector in order to simplify accounts to allow easier audits.[16] He now was involved solely with the mechanical side of the Waterworks. Nonetheless, in spite of this transfer of responsibilities, the duties of the Engineer continued to grow, especially in the late 1880s with the expansion of the Sewers Department. In 1888 Council recognized the increased work load by giving the Engineer a salary increase, and in 1890 an Assistant City Engineer was appointed.[17]

Much of the Engineer's time was occupied managing his growing department and its offshoots - the Waterworks, the Street Commissioner's, and the Sewers Departments. In 1894 a Building Department was created under the umbrella of the Engineer's Department. At first composed of one building inspector responsible to the Engineer, it grew to encompass building, electrical, sewers, and drains inspection. A sewage disposal works was constructed in the late 1890s to reduce pollution in Hamilton Bay, and this, too, came under the Engineer.[18] In 1908 garbage collection was made the responsibility of the Board of Works and placed under the Streets Commissioner.[19] There also was an increase in the number of personnel. In 1879 Engineering and Streets and Sanitation (Works) combined had 16 employees; by 1891 there were 24 full-time employees in Engineering, of whom two were on the "official staff", and eight employees in Works, four of whom had been added in 1890 when the Board of Works divided the city into four districts each under a foreman.[20] Moreover, work roles increasingly were specialized. In 1901 the "official staff" had consisted of the City Engineer and the Assistant City Engineer; by 1920 it had grown to 22 including an Architectural Engineer, a Sewer and Underground Construction Engineer, a Roadway and Survey Engineer, and an Office Engineer.[21]

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14 City Council, Minutes, 8 December 1873, 6 January 1874.

15 Ibid., 30 November 1891.

16 Ibid., 27 October 1884.

17 Ibid., 10 September 1888, 24 February 1890.

18 Hamilton, City Engineer, Annual Report, 1904; Rev. and Con. By-laws, 1899, By-law 3; City Council, Minutes, 28 June 1899.

19 Annual Report, 1908; City Council, Minutes, 13 January 1908; Hamilton Times, 3 March 1908.

20 City Council, Minutes, 3 March 1879, 30 November 1891; By-law 502, 24 February 1890. The number of districts was increased to seven in 1903. By-law 333, 28 December 1903.

21 Annual Report, 1901, 1920.

In early 1914 Council, feeling that Works Department accounts showed a "lack of proper supervision", instigated an investigation into departmental finances and expenditures on local improvements.[22] County Court Judge Colin Snider reported in November 1914 that he had uncovered widespread graft, bribery, theft of materials, and payroll padding in the department. He attributed this largely to "the gross neglect of duty by the heads of the department in which it occurred." Those involved ranged from the Assistant City Engineer and the Building Inspector to foremen and workmen. "The City's interests," Snider concluded, "sadly needed looking after." If each officer in the department had attended to his duties, the city would have been protected against such practices.[23] In the wake of the report, the City Engineer was reminded by Council that he was the head of the Works Department "and as such he will be held responsible for the efficient working of all offices and employees in the Department."[24] A cost accountant and several more clerks were hired to improve operations.[25] Finally, in 1916 management of the Engineering Department was reorganized. Under the City Engineer, who was directly responsible to the Works Committee or the Board of Control, nine divisions were established: the Architectural Engineer, responsible for building plans, specifications, and estimates; the Office Engineer, who oversaw draughtsmen and acted as curator of plans; the Mechanical and Engineering Superintendent, supervising the operations of the Pumping Station; the Roadway and Survey Engineer, responsible for permanent pavements, roadway improvements, surveys, and Registry Office searches; the Street Commissioner, overseeing snow removal and street cleaning; the Sidewalks Engineer, supervising sidewalk construction and street lighting; the Sewer Construction Engineer, overseeing storm sewers and sewage disposal; the Waterworks Superintendent, responsible for mains, repairs, house services, and the reservoir; and the Works Secretary, responsible for garbage disposal, clerical matters, and accounting.[26] In 1922 an engineer for Storm Sewer Design was hired.[27] Increased emphasis was placed on hiring experienced graduates of recognized engineering schools for department positions.[28]

During the Depression, the city embarked on a massive programme of urban improvements including sewers, roads, bridges, and park extensions, financed equally by the federal, provincial, and municipal governments. For example, 1930 expenditures on local improvements, particularly sewers and roads, were nearly

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22 City Council, Minutes, 24 April 1914.

23 Ibid., 17 November 1914.

24 Ibid., 12 December 1914, 14 January 1918.

25 Annual Report, 1914/15.

26 Ibid., 1916/17.

27 Ibid., 1922.

28 City Council, Minutes, 15 July 1920, 19 November 1920.

triple those of 1929, and payroll costs were 43% greater.[29] In the past, the construction of public works frequently had been used as a relief measure for the unemployed, and this, again, was a preferred remedy for unemployment in the 1930s.[30] For example, during 1931, ironically termed "the most progressive year in the City's history" by the City Engineer, work was begun on a water filtration plant, a garbage incinerator, and other projects.[31] At times, over 3,000 men were employed on these works.[32] Construction slowed down during the late 1930s and the 1940s, but in the post-war period attention was directed at, in the words of Mayor Lloyd D. Jackson, "smartening up the city". In his 1950 inaugural address, Jackson announced goals to "speed up the provision of improved facilities and local improvements."[33]

A 1952 survey of the City Engineer's Department (the Darling Report) recorded that it was composed of 15 separate sections with over 1,000 employees in total. The report concluded that the Engineer carried too heavy a load and that the department had failed to develop strong supervisors. On its recommendations, an independent, separate Department of Streets and Sanitation was established with responsibility for garbage collection and disposal, snow removal, street cleaning and flushing, tree trimming, and sidewalk and road repairs. F.H. Ferris, Street Commissioner in the City Engineer's Department, was chosen to head up the new department.[34] Gradually, Engineering Department operations were further streamlined into six sections: Waterworks, Sewers, Highways, Electrical, Survey, and Office Services.[35] In 1973 appropriations for Streets and Sanitation totalled $6,340,250.[36] Engineering Department appropriations equalled $5,053,570.[37]

The following served as City Engineer:

| | |
|---|---|
| Robert W. Kerr | 1847-1853 |
| William Hodgins and Samuel Peters | 1853-1854 |
| William Hodgins | 1854-1856 |
| G.F. Cockburn | 1856 |
| William Haskins | 1856-1896 |

29 Annual Report, 1930.

30 City Council Minutes, 2 February 1880, 13 March 1899; Annual Report, 1915.

31 Annual Report, 1931.

32 Ibid.

33 City Council, Minutes, 3 January 1950.

34 Survey of the City Engineer's Department, 1952; City Council, Minutes, 27 May 1952; By-law 9353, 9 December 1960.

35 Annual Report, 1959; Management and Improvement Study in Department of Engineering, February 1969.

36 Hamilton, Treasury, Estimates, 1973, p. 93.

37 Ibid., p. 81.

| | |
|---|---|
| Ernest G. Barrow | 1896-1909 |
| Andrew Macallum | 1909-1916 |
| E.R. Gray | 1916-1923 |
| W.L. McFaul | 1923-1959 |
| W.A. Wheten | 1959- |

Series A ANNUAL REPORTS' CITY ENGINEER, 1898-1959, 0.36m.

Annual reports prepared by the City Engineer provide detailed statistical accounts of the department's operations and recommendations for improved services. Included are reports of the Waterworks, Sewers, and Street Commissioner's Departments as well as the Parks Committee (1898) and, in some instances, the Building Inspector. The reports provide details concerning major improvements in urban services and technical information concerning the workings of the Waterworks.

Missing: 1899-1900; 1951-1958

Location: Hamilton Public Library, Special Collections Department

Series B REPORTS, WATERWORKS, 1854-1860, 0.04m.

Series B consists of a collection of reports prepared between 1854 and 1857 and related material concerning the construction of a waterworks system for Hamilton. Included are: reports by Samuel McElroy (1854), Thomas Keefer (1855, 1856), and J.B. Jervis and Alfred Craven (1857) on improving the city's water supply; semi-annual reports of the Water Commissioners, 1857-1860; a calendar showing water rates, rules and regulations adopted by the Water Commissioners, 1859; and the Act for the Construction of Waterworks in Hamilton, 19 Vic., c. 64, 19 June 1856.

Location: Hamilton Public Library, Special Collections Department

Series C MISCELLANEOUS REPORTS AND STUDIES, 1885-1969, 0.17m.

Series C contains a collection of reports and studies prepared by or relating to the City Engineer's Department including: a list of bench marks, 1885; Judge Snider's Report on the civic investigation conducted to examine rumored mismanagement in the department, 1914 (also available in RG1, City Council Minutes); a 1915 report proposing improvements to the Waterworks Department; 1952 and 1969 management improvement studies; and roadway and sidewalk reconstruction reports, 1961-1968. Researchers interested in the 1914 civic investigation also should turn to RG3, Committees, Series E which consists of the minutes of the Investigative Committee and City Council Minutes for the period (RG1).

Location: Hamilton Public Library, Special Collections Department

Series D SUBDIVISION FILES, 1964- , 6.0m.

Files, organized alphabetically by subdivision, contain applications, plans, and correspondence relating to residential subdivisions within the city. Related material may be found in RG15, Building Department.

Location: City Engineer's Department, Hamilton City Hall

Series E URBAN RENEWAL FILES, 1968, 0.30m.

Urban renewal files, arranged alphabetically by address, contain material dealing with properties expropriated by the city. Included are appraisers's reports, photographs and photographic negatives, and maps of expropriated buildings. Material dealing with urban renewal and expropriations also may be found in: RG7 (City Solicitor's Department), RG21 (Planning), RG22 (Traffic), RG23 (Real Estate), and RG24 (Community Development).

Location: City Engineer's Department, Hamilton City Hall

Series F MISCELLANEOUS FILES, 1964- , 27.0m.

Miscellaneous files touch upon all aspects of the Engineering Department's activities and contain land severance applications, contracts, blueprints, photographs, plans, correspondence, and engineer's reports. Subjects covered include McMaster University expansion, road widening and resurfacing, expropriations for urban renewal, east-west expressway proposals, and the construction of mountain accesses.

Location: City Engineer's Department, Hamilton City Hall

Series G SEWER AGREEMENTS, 1889- , 7.0m.

Organized chronologically, Series G consists of approximately 75,000 requests to the City Engineer to connect properties into the city sewer system. Each agreement lists the location of the property to be hooked up and the name of its owner.

Location: City Engineer's Departmnet, Hamilton City Hall

Series H SEWER CONNECTION BOOKS, 1910-1933, 1.0m.

Books, with entries arranged chronologically by year, list new sewer connections for Hamilton residences.

Location: City Engineer's Department, Hamilton City Hall

Series I BLUEPRINTS, 1910-1960

Series I consists of approximately 4-500 blueprints for buildings, roads, and housing surveys.

Location: City Engineer's Department, Hamilton City Hall

Series J DAYBOOK, WATERWORKS, 1857-1860, 0.03m.

This Waterworks Department daybook kept by the City Engineer, contains chronologically arranged entries. The book records employee pay lists for both casual and permanent labor, listing the name of the laborer, his task, the pay period, the number of days involved, the rate per day, and the gross pay. This material could be used in conjunction with records found in RG8, Treasury, to establish wage scales. As well, the daybook lists expenditures by the

department for transportation, supplies, and services. Each entry was signed and approved by the Chairman of the Board of Works.

Location: Hamilton Public Library, Special Collections Department

Series K PLANS REGISTER, 1917-1926, 0.02m.

The city Plans Register lists plans filed with the City Engineer for a wide range of projects including street and sewer system extensions, subdivision development and municipal buildings. Entries are arranged chronologically and record: the date the plan was deposited with the Engineer; the kind of plan such as blueprint or tracing; the subject of the plan; a description of the plan and its date; the name of the filer; and the final disposition of the plan (to be kept temporarily or permanently).

Location: Hamilton Public Library, Special Collections Department

Series L SITE PHOTOGRAPHS, 1926-1962

Technical site photographs show properties and projects with which the Engineer's Department was involved including the Railway Station, the water filtration plant, street paving, and high level bridges. Some photographs illustrate construction in progress.

Location: City Engineer's Department, Hamilton City Hall

Series M SCRAPBOOKS, ENGINEERING, 1962-1973, 0.91m.

Scrapbooks, with entries arranged chronologically, contain clippings culled from city newspapers concerning a wide range of activities related to the Engineer's Department including urban renewal, highway construction, land subdivision, and the extension and improvement of urban services.

Location: City Engineer's Department, Hamilton City Hall

Series N SCRAPBOOKS, WORKS, 1954-1973, 0.38 m.

Scrapbooks, with entries organized by date, contain clippings cut from local newspapers dealing with all aspects of Works Department activities but most specifically garbage and snow removal and street cleaning.

Location: Works Department, Hamilton City Hall

The historical records of the Engineering and Works Departments provide useful information on the evolution of urban services in Hamilton. Related material can be found in RG1, City Council Minutes, which contain the deliberations of Council concerning Works and the reports of the Board of Works and its related committees. Minutes also list petitions received by the City Clerk; many of these were requests for local improvements. Board of Control Minutes (RG5) contain similar material for the post 1910 period. RG3, Committees, contains the minutes of the Special Committee established in 1914 to investigate the Works Department and of the Works Committee for 1949-1964. Departmental record groups may have material related to Works and Engineering.

For example, records showing the service of local improvement notices, which was the responsibility of the City Clerk, can be found in RG6, City Clerk. Similarly, financial records relating to local improvements are available in RG8, Treasury.

Access Arrangements

RG16 is divided between the Engineering and Works Departments, Hamilton City Hall and the Hamilton Public Library, Special Collections Department. Researchers should contact the Engineering and Works Department to inquire about obtaining access to material located there. The hours of the Hamilton Public Library, Special Collections Department are Monday to Saturday, 9-5, and Tuesday and Thursday evenings until 9 p.m.

RG17 INDUSTRIAL COMMISSIONER, 1910-1951, 0.15m.

Series A Promotional Literature, 1912-1951, 0.13m.
Series B Scrapbooks, 192?-1945, 0.02m.

History

Competition was fierce at the turn of the century among Canadian cities as they vied with one another to achieve pre-eminence in the urban hierarchy. Economic growth was the key to attaining this goal, and civic governments instituted campaigns to persuade new industries to locate in their communities. Increased capital investment contributed to a larger tax base, and in Hamilton, at first, it fell to the Assessment Commissioner, after 1903 working with the newly formed Industrial Committee of City Council, to publicize the advantages of the city and court new industries.[1]

In 1910 largely under the instigation of Mayor John I. McLaren, an Industrial Commissioner was appointed.[2] Supervised by the Board of Control and the Mayor, his duties were "to promote the establishment in the City of manufacturing or other industries and business enterprises ... and to encourage the investment of capital in such industries and enterprises, and to establish and maintain a bureau of publicity for the purpose of affording information as to Hamilton's advantages as a commercial and manufacturing centre."[3]

Under the auspices of the Industrial Commissioner, a series of promotional booklets were published extolling the opportunities and advantages which Hamilton offered the investor.[4] Irregular reports of the Industrial Commissioner, incorporated into City Council minutes, provide detailed analyses of the city's economic growth, outlining the value of investment in Hamilton and often providing a breakdown as to the type of industrial investment and the source of capital. New factories and additions to existing businesses were recorded, and changes in the structure of Hamilton's industrial economy were noted. The publicity work of the department was explained, and the Industrial Commissioner outlined existing business conditions in the city and offered a plan of action for future promotional endeavours.[5]

Investment was the key, regardless of the source of capital. Little debate occurred in civic circles concerning the wider ramifications of large infusions of

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1 Hamilton, City Council, Minutes, By-law 396, 28 December 1903; Hamilton Times, 11 September 1911.

2 City Council, Minutes, 11 January 1909; By-law 931, 31 January 1910.

3 By-law 931, s.1,2. 31 January 1910.

4 For example: Hamilton, Canada: The City of 400 Varied Industries (1912); Hamilton, Ontario: Canada's Manufacturing and Distributing Centre, 450 Industries (1919); Hamilton, Canada: The City of Opportunity -- 745 Diverse Industries (1922); Hamilton, Canada: The City of Opportunity (1928).

5 City Council, Minutes, 28 January 1919, 7 February 1920, 13 February 1923.

foreign and, more specifically, American capital into the city. Hamilton was eager to attract American branch plants, offering a wide range of enticements. Industrial Commissioner Harry Marsh reflected this unbridled enthusiasm for foreign investment in 1919 when he informed City Council: "There are good reasons for anticipating a big movement of American industrial capital towards Canada in the not too distant future and I have every confidence that Hamilton will secure a considerable amount of this."[6] Following World War I greater emphasis was placed on attracting overseas investment: the department arranged for handbooks extolling the virtues of the city to be located at Canadian government offices overseas and, adopting the latest promotional innovation, arranged to have moving pictures of Hamilton included in Department of the Interior exhibits touring foreign countries.[7]

In May 1926 during an economy drive, the Industrial and Publicity Department was amalgamated with the city's Purchasing Department.[8] Later that year under By-law 3413 City Council appointed an Industrial and Publicity Committee to assist the Industrial Commissioner.[9] Increasingly, attention was paid to attracting tourist and convention business. In 1927 a Businessmen's Advisory Committee was formed to assist in this effort, and greater co-operation occurred between the Industry and Publicity Committee and the Chamber of Commerce to attract tourist dollars.[10] In an ambitious and co-ordinated campaign, information bureaux were established at highway entrances to the city, signboards were erected, radio spots were prepared, and advertisements were put in tourist guides. Within the city itself, an essay contest was organized with students writing on the theme, "Hamilton, Our City", and a "Buy in Hamilton" campaign was initiated.[11]

In July 1950 widespread sentiment that the Industrial Department's activities had been too much "hit and miss" led to the creation of the Hamilton and District Industrial Commission, an independent corporate body composed of representatives from City Council, the Canadian Manufacturing Association, the Chamber of Commerce, the Hamilton Harbour Commission, and other area organizations. In establishing this Commission, City Council, in the words of Mayor Lloyd D. Jackson, "turn[ed] over the encouragement of industry in Hamilton to the men who know the situation best, the businessmen and industrialists."[12] Financed with contributions from the city and from private industry and business, the new Commission, acting for the whole district, was to attract new industries to Hamilton, assist foreign manufacturers in making licensing and manufacturing

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6 Ibid., 28 January 1919.

7 Ibid., 29 October 1918, 28 January 1919.

8 Ibid., 11 May 1926.

9 By-law 3413, 28 December 1926.

10 City Council, Minutes, 8 March 1927, 12 April 1938; By-law 3571, 9 January 1928.

11 Ibid., 9 January 1928.

12 Hamilton Spectator, 31 May 1950.

arrangements with existing companies, and recommend to the Board of Control the acquisition of sufficient quantities of land for industrial development.[13]

In late 1967 the Hamilton Economic Development Commission was formed, superceding the Industrial Commission, as "part of the city's bid to shed the lunch bucket image."[14] In the wake of Arthur D. Little's "Lunchpail Report", an examination of commercial development in Hamilton, it had been decided that the scope of the Industrial Commission was too narrow and that a new body should be created which would involve itself in all aspects of urban development as they related to the "stimulat[ion] of new jobs and new assessment for the city."[15] The Economic Development Commission had a five-fold task: to secure new industrial and commercial projects; to aid new and existing firms; to assist in land development and land assembly for industrial, commercial, and residential projects; to publicize Hamilton and explain its advantages; and, to undertake economic research and promotional campaigns.[16] In 1973 the Commission's appropriation from the city was $105,330.[17]

The following acted as Industrial Commissioner:

| | |
|---|---|
| 1910-1911 | William Mullis |
| 1911-1912 | J. Grant Henderson |
| 1912-1919 | Henry M. Marsh |
| 1919-1926 | Clarence W. Kirkpatrick |
| 1926-1927 | A.P. Kappele |
| 1927-1928 | Clarence W. Kirkpatrick |
| 1929-1949 | Herbert D. Fearman |
| 1949-1950 | E.L. Crowther |

Series A PROMOTIONAL LITERATURE, 1912-1951, 0.13m.

Under the auspices of the Industrial Commissioner a series of promotional booklets were published. Designed with the hope of attracting industrial investment to the city, they contained descriptions of community and economic life in Hamilton and its environs, discussions of the advantages which the city offered to new investors, lists of established industries which were designed to show the diversity of the local economy, and testimonials from leading businessmen. In several booklets the level of American investment was discussed.

Series B SCRAPBOOKS, 192?--1945, 0.02m.

Series B consists of a scrapbook kept by the Industrial Commissioner of dated articles dealing with the history of Hamilton which were clipped from local newspapers. The scrapbook was used to answer questions from potential

13 Ibid., 28 July 1950, 21 August 1950, 26 February 1956.

14 Ibid., 30 September 1967, 14 February 1968.

15 Ibid., 30 September 1972.

16 Ibid., 18 November 1967.

17 Hamilton, Treasury, Estimates, 1973, p. 177.

investors and others concerning local history and was drawn upon in the preparation of promotional literature.

Few records exist for the Industrial Commissioner's Department. Much material was deemed to be of little value and was destroyed at various times in the Department's history. Records dealing with the day-to-day operations of the Department are nonexistent. Researchers should supplement their work in RG14 with an examination of the reports of the Industrial Commissioner included in City Council Minutes (RG1). RG14 may provide a starting point for studies examining economic growth and foreign investment in Hamilton, civic policies and programmes for attracting new industries to the city, and the philosophy underlying the pursuit of economic growth.

Access Arrangements

RG17 is located in the Hamilton Public Library, Special Collections Department. Its hours are Monday to Saturday, 9-5, and Tuesday and Thursday evenings until 9 p.m.

RG18 PARKS, 1900-1973, 14.87m.

Series A Minutes, Board of Parks Management, 1900-1973, 1.08m.
B Annual Reports, 1957-1968, 0.12m.
C Scrapbooks, 1925-1973, 2.08m.
D Chedoke Golf Club Scrapbooks, 1928-1955, 0.08m.
E Revenue Ledgers, 1954-1973, 0.30m.
F Agreements, 1955-1973, 0.23m.
G Miscellaneous Files, 1920s-1973, 8.89m.
H Correspondence, 1926-1973, 1.89m.
I Maps, 1950s-
J Cash Books, 1902-1929, 0.08m.
K Ledgers, 1902-1925, 0.08m.
L Journals, 1913-1946, 0.11m.

History

During the pre World War I period, Hamilton City Councils perceived the establishment of parks in terms of increasing civic prestige and the visual appeal of their city in order to make it more attractive for industry and settlement. The Act of Incorporation permitted Council to pass by-laws concerning the care of public places, and in 1847 Council contemplated purchasing two or more tracts of land for "ornamental purposes".[1] These early years were characterized by a constant preoccupation with the future of the Gore, originally deeded for use as a town square. The controversy over whether to sell the Gore to raise revenue or to develop the land as a park was not settled until 1853, when Council, under public pressure, adopted the second solution.[2] The process of "beautifying" the Gore took many years, always subject to the state of the city's finances and to public whim. Nonetheless, the Gore was to stand as the cornerstone of the Hamilton parks system. In 1866 Council formed a Special Committee on Parks with the proviso that it pay special attention to the Gore.[3] A Standing Committee on Parks was established in 1875, in part the consequence of Council's decision to lay out a portion of the city's Burlington Beach property into park lots.[4]

In 1858 the city, in partnership with the county, purchased and developed a 22-acre site at the western limits of Hamilton to house the Provincial Exhibition. A product of boosterism and, more precisely, the desire to capitalize on the business and prestige which the Exhibition would bring to the area, the Crystal Palace, a glass-walled, domed building, and its grounds also served as a recreational centre for fraternal and theatrical functions. The economic importance of the Exhibition declined, however, and by the 1870s demands increasingly were voiced to find a more desirable piece of land for a public park

1 9 Vic., c. 73, s. 42.1; Hamilton, City Council, Minutes, 26 July 1847.

2 16 Vic., c. 33, 10 November 1952; City Council, Minutes, 22 August 1853.

3 City Council, Minutes, 12 March 1866.

4 Ibid., 12 April 1875.

than the Crystal Palace grounds.[5] In 1889 it finally was resolved to retain a portion of the grounds as a park and to sell the remainder as lots.[6] In 1891 the Crystal Palace was condemned and razed, and its grounds were renamed Victoria Park. Indeed, throughout this period there was a growing emphasis on the importance of parks with the expansion of such facilities.[7] The Parks Committee assumed responsibility for staking out and beautifying city-owned lots and establishing camping stations at the Beach.[8] The city rented the use of land at Dundurn Castle for park purposes, and a city gardener was appointed in 1895.[9] Each park was placed under the supervision of a caretaker.[10]

The growing public sympathy for parks was demonstrated further in November 1899 when Council, following the example of Toronto and acting on the petition of over 500 ratepayers, passed a by-law enacting the "Public Parks Act" in Hamilton.[11] Under this Act, the general management, regulation, and control of all existing and future parks, avenues, and boulevards were placed in the hands of the Board of Parks Management, a body composed of the Mayor and six other city residents appointed by City Council upon their nomination by the Mayor. Holding office for a three year term, the Board could acquire land for park purposes. Its efforts were financed by a regular 1/2 mill assessment and by special park debentures when necessary.[12]

Originally, the utility of parks largely had been calculated in terms of their aesthetic and ornamental value: they were designed as small, formal gardens such as Gore and Wellington Parks or as expanses of lawns and trees where people could serenely commune with nature. Such perceptions, however, gradually changed. In his 1892 annual report, Police Chief Hugh McLennan regretted "the lack of park room, public gardens, and open space in the city to serve as playgrounds for children and young persons" and noted that such places helped to prevent children "from getting into mischief and familiarized with evil." He concluded by praising the opening of Victoria Park, which he credited with reducing the number of police complaints in the west end of the city by 50 percent.[13] Others, particularly members of the Local Council of Women, came

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5 Ibid., 28 April 1873, 31 July 1882.

6 Ibid., 30 September 1889.

7 Ibid., 26 September 1881, 31 October 1881, 10 October 1882, 30 April 188[illegible].

8 Ibid., 31 October 1881.

9 Ibid., 29 April 1889, 11 March 1895, 25 March 1895. In 1893 56 Vic., c. 58 established the Hamilton Beach Commission, a separate and independent body managing the administration of the Beach. The Chairman of the Parks Committee sat as an ex officio member of the Commission.

10 Ibid., 30 November 1891.

11 46 Vic., c. 20.

12 Ibid.

13 Hamilton, Police Commission, Minutes, 1872-1895, 16 February 1892.

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to similar conclusions, leading to the formation of the Hamilton Playgrounds Association in 1909.

For its part, the Parks Board paid increasing attention to providing recreational facilities. Its first accomplishment was to purchase Dundurn Park, which previously had been operated as a commercial amusement area.[14] The recreational and cultural possibilities of the Castle and adjoining Harvey Park were emphasized. The Women's Wentworth Historical Society was provided rooms in the Castle for use as a museum and Art Gallery, fraternal organizations were given space, and amateur sporting events were staged on the grounds.[15] Gage Park, opened in 1923, combined recreational aspects with the more traditional aesthetic concept of parks. Public sporting areas such as the Victoria Park Tennis Club and the Chedoke Golf Club, which charged membership fees to cover maintenance costs, were opened. Such expansion was hampered by the onset of the Depression and, to a lesser extent, by the Second World War. Indeed, during the Depression the Parks Board, sensing the possibility of attracting much needed tourist dollars to the city, focused its attention on developing the Botanical Gardens, which in 1941 were placed under the control of a separate Board of Management funded by a 1/4 mill assessment.[16]

In the mid 1960s the possibility of amalgamating the Board of Parks Management and the Recreation Committee was raised, but failed to pass City Council.[17] By 1962 the Parks Board managed a parks system equalling almost 2,000 acres divided into 48 parks and staffed and operated Dundurn Museum, the Chedoke Civic Golf Course, the Civic Stadium, and other smaller stadia throughout the city. It was responsible for the horticultural maintenance of parks and other properties under the control of civic departments. A number of greenhouses were operated, supplying plants to the Royal Botanical Gardens and civic departments at cost. To carry out its work the Board employed a staff of 125 between April and November and approximately 100 during the winter, with continuous employment for all key personnel.[18]

The chairmen of the Board of Parks Management were:

| | |
|---|---|
| 1900 | Henry G. Wright |
| 1901, 1903 | John H. Tilden |
| 1902 | John Ronan |
| 1904, 1913 | Albert A. Lees |
| 1905, 1906 | Frank E. Waller |
| 1907, 1908, 1918 | Albert Pain |
| 1909 | Frank C. Bruce |

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14 By-laws 72, 73. City Council, Minutes, 21 September 1899, 9 October 1899.

15 Ibid., 9 October 1899.

16 Hamilton, Board of Parks Management, Minutes, 21 January 1920.

17 City Council, Minutes, 31 January 1961, 13 September 1962, 9 January 1962.

18 Board of Parks Management, Memo, 11 January 1962.

| | |
|---|---|
| 1910 | George Wilds |
| 1911, 1912 | George Hope |
| 1914, 1915 | Arthur O'Heir |
| 1916, 1917 | J.G. Cloke |
| 1919-1922 | Alfred J. Wright |
| 1923-1948 | C.V. Langs |
| 1948-1950 | Thomas M. Wright |
| 1950 | S.R. Manson |
| 1951-1956 | W.F. Schwenger |
| 1957-1959 | W.S.T. Connell |
| 1960 | Ralph A. Adams |
| 1961-1966 | T.J. Newlands |
| 1967-1970 | Ivor Wynne |
| 1971-1973 | J. Pelech |

The following served as Parks Superintendents:

| | |
|---|---|
| 1952-1955 | F. Marshall |
| 1955-1973 | J.E. Waters |

Series A MINUTES, BOARD OF PARKS MANAGEMENT, 1900-1973, 1.08m.

The minutes of the Board of Parks Management cover all aspects of parks in Hamilton. For example, they detail the acquisition and maintenance of parks, outline expenditures, discuss financing and the issuing of park debentures, consider personnel matters, discuss the organization and operation of recreational associations such as the baseball leagues, and describe relations between the Board and City Council.

Missing: 1944-1949; 1952-1954.

Location: Parks Department, Hamilton City Hall

Series B ANNUAL REPORTS, BOARD OF PARKS MANAGEMENT, 1957-1968, 0.12m.

These annual reports, compiled by the Director of Parks, include financial statements outlining expenditures, revenue, and debenture issues, reports and analyses concerning the use of park facilities, and discussions concerning park improvements and possible extensions.

Location: Parks Department, Hamilton City Hall

Series C SCRAPBOOKS, 1925-1973, 2.07m.

This series of scrapbooks, with entries organized by date, contain clippings cut from local newspapers dealing with all aspects of park development in Hamilton including operations and the extension of facilities. Specific scrapbooks detail proposals for a Hamilton Arena in the 1940s and the operations of the Chedoke Civic Golf Course.

Location: Parks Department, Hamilton City Hall

Series D CHEDOKE GOLF CLUB SCRAPBOOKS, 1928-1955, 0.08m.

These scrapbooks, available for the years 1928-1934 and 1954-55, contain a wide variety of material dealing with the organization and operation of the Chedoke Golf Club. Entries are filed in a rough chronological order. Included are Club minutes and correspondence, revenue statements, clippings culled from local newspapers, and an outline of the Club's administration.

Location: Parks Department, Barton Street

Series E REVENUE LEDGERS, 1954-1973, 0.30m.

These revenue ledgers outline by sport and by date the receipts obtained by the Parks Department from sporting events. Listed are the number of tickets sold, the total number of admissions, gross receipts, and the Parks Department's percentage of the revenue. Activities covered are rugby, wrestling, lacrosse, proball, softball, and track meets.

Location: Parks Department, Barton Street.

Series F AGREEMENTS, 1955-1973, 0.23m.

Series F, filed in alphabetical order, contains agreements between the Board of Parks Management and outside organizations such as the Grey Cup Association concerning the use and rental of Parks facilities. Agreements relating to parks improvements are included, as well as contracts between the Board, its employees, and their unions, and outlines of negotiations.

Location: Parks Department, Hamilton City Hall

Series G MISCELLANEOUS FILES, 1920s-1973, 8.89m.

These miscellaneous files, alphabetically organized, deal with a wide variety of subjects including: inter-department activity; property acquisition; budget estimates; accident reports; building specifications; the Hamilton Tiger Cats; and sports facilities such as the Civic Stadium, skating rinks, baseball diamonds, and golf courses. Approximately 2.0m. of this material consists of negotiations between the Board of Parks Management and various organizations and agencies concerning such subjects as the Gage Park Memorial Fountain, the Tiger Cats, Gore Park Redevelopment, and the Chedoke Civic Golf Course.

Location: Parks Department, Hamilton City Hall

Series H CORRESPONDENCE, 1926-1973, 1.89m.

Indexed ledgers contain outgoing correspondence from the Board of Parks Management covering a wide range of subjects including salaries, grants, advertising, personnel issues, finances, complaints concerning park facilities, and the provision of concessions in parks.

Missing: 1929

Location: 1926-1927, Parks Department, Hamilton City Hall
1927-1973, Parks Department, Barton Street

Series I MAPS, 1950s-

Filed by subject, Series I contains approximately 400 maps, largely from the period 1950-1980, of wards, neighbourhoods, and parks in the City of Hamilton.

Location: Parks Department, Barton Street

Series J CASH BOOKS, 1902-1929, 0.08m.

Parks Board cash books chronologically list receipts and expenditures for labour, trees, cement walks, salaries, and supplies.

Missing: 1913-1921

Location: Hamilton Public Library, Special Collections Department

Series K LEDGERS, 1902-1925, 0.08m.

Parks ledgers are organized by subject such as municipal grants, salaries, labour, rent on real estate, land purchases, and specific parks and recreational organizations. Entries under each subject are listed chronologically by month and year and provide the amount of credit or debit and a page reference to the corresponding entry in Parks journals. Ledgers offer cumulative monthly totals.

Location: Hamilton Public Library, Special Collections Department

Series L JOURNALS, 1913-1946, 0.11m.

Parks journals are organized chronologically on a monthly basis and list credits and debits. They provide details of receipts and expenditures, categorizing monthly totals. A typical entry shows the month and year, gives a page reference to the corresponding ledger entry, and then provides a description of the work involved and its cost.

Missing: 1927-1938

Location: Hamilton Public Library, Special Collections Department

RG18 permits an examination of the provision of parks in Hamilton and of the evolution of public and government perceptions or philosophies concerning the utility and availability of parks facilities. It outlines the relations between public and private agencies concerning the need for and creation of recreational facilities and the establishment of recreational organizations such as the Chedoke Golf Club. Researchers interested in the relations between the Corporation and its independent boards will find useful material in RG 18. This collection should be supplemented by examining RG3, Committees, Series C, Parks Committee Minutes, 1894-1900. These minutes outline expenditures for salaries and park maintenance and expansion and detail the administration and operation of parks. For the earlier period researchers should turn to RG1, City Council Minutes, which contain reports and recommendations from the Parks Committee of City Council.

Access Arrangements:

RG18 largely is divided between Parks Department offices at Hamilton City Hall and offices on Barton Street. Access to this material is limited and researchers should contact the Parks Department at City Hall to make arrangements for its use. Some records can be found at the Hamilton Public Library, Special Collections Department. Its hours are Monday to Saturday, 9-5 and Tuesday and Thursday until 9 p.m.

RG19 CULTURE AND RECREATION, 1918-1973, 1.78m.

Series A Hamilton Playgrounds Association, Minutes, 1924-1948, 0.19m.
B Hamilton Playgrounds Association, Annual Reports, 1918-1947, 0.11m.
C Recreational Programmes, Pamphlets, 1918-1961, 0.05m.
D Hamilton Recreation Committee, Annual Reports, 1932-1936, 0.01m.
E Director of Recreation, Annual Reports, 1951-1972, 0.14m.
F Hamilton Recreation Council, 1951-1960, 0.02m.
G Dundurn Castle Restoration Project, 1962-1965, 0.11m.
H Newspaper Clippings, 1950-1973, 0.15m.
I Miscellaneous Files, 1970-1973, 1.0m.

History

In the nineteenth century the utility of parks largely was calculated in terms of their aesthetic and ornamental value: they were designed as small, formal gardens such as Gore and Wellington Parks or as expanses of lawns and trees where people could serenely commune with nature. Such perceptions, however, gradually changed. in his 1892 annual report Police Chief Hugh McLennan regretted "the lack of park room, public gardens, and open space in the city to serve as playgrounds for children and young persons" and noted that such places helped to prevent children "from getting into mischief and familiarized with evil, and would lessen the number of petty offences and complaints." He concluded by praising the recent opening of Victoria Park in the west end which he credited with reducing the number of complaints in that area of the city by 50 percent.[1] Others, particularly members of the Local Council of Women, came to similar conclusions, leading to the formation of the Hamilton Playgrounds Association in 1909. Separate from the Parks Board, the Playgrounds Association emphasized the practical and recreational possibilities of parks. By 1931 when the Playgrounds Association was re-formed as the Hamilton Playgrounds Commission, with responsibility for the general management and control of the city's playgrounds, there were 17 such facilities in Hamilton.[2]

The Great War truly highlighted the need for better athletic facilities in Hamilton. In 1920 the Parks Board set up a Recreation and Games Committee, and under By-law 2332 was authorized to borrow money to construct a civic athletic field complete with a wading pool, bowling greens, tennis courts, a cricket pitch, and soccer, rugby, football, and baseball fields.[3] Other parks in the city were to receive similar facilities. Gage Park, opened in 1923, combined recreational aspects with the more traditional aesthetic concept of parks. Public sporting areas such as the Victoria Park Tennis Club and the Chedoke Golf Club, which charged membership fees to cover maintenance costs, were opened. And the British Empire Games, held in Hamilton in 1930, further promoted the

1 Hamilton, Police Commission, Minutes, 16 February 1892.

2 Hamilton, City Council, Minutes, 13 January 1931, 28 April 1931; By-law 4199 under the City of Hamilton Act, 1931.

3 Hamilton, Board of Parks Management, Minutes, 21 January 1920.

expansion of athletic facilities, although such endeavours were hampered by the onset of the Depression and, to a lesser extent, by the Second World War.

In 1945 City Council passed By-law 5682 creating the Hamilton Recreation Council with the mandate "to assist, encourage, and co-ordinate athletic, sports, recreational and cultural activities ... in a local programme based on the Ontario provincial plan of fitness and recreation." Funded with grants from the city, its activities were subject to the approval of the Ministry of Education and limited by the existing duties and powers of the Parks Board and the Playgrounds Commission. The Recreation Council, itself, composed of seven members drawn from City Council, the Board of Parks Management, the Board of Education, and the Playgrounds Commission, prepared annual estimates of expenditures and selected a Director of Recreation. It could seek assistance from an Advisory Council composed of five members from various civic bodies. The Council, or more specifically the Director of Recreation, was to supervise the training of athletic officials and coaches, assist in determining and co-ordinate the fitness and recreational needs of the city, promote public education, and lobby for new recreational facilities.[4]

In 1948 the community centres established by the provincial and federal governments during the War were placed under the control of the Recreation Council.[5] To prevent duplication of efforts, it also was decided to merge the Playgrounds Commission and the Recreation Council into a new body, the Hamilton Recreation Council (renamed the Hamilton Recreation Committee in 1955), which assumed responsibility for all community programmes involving fitness and recreation which were not connected with school activities.[6] Under its auspices, new playgrounds, wading pools, outdoor rinks, and other facilities were constructed, particularly in new areas of the city, summer recreational programmes were begun, and community sports organizers were hired.[7] In the mid 1960s the possibility of amalgamating the Board of Parks Management and the Recreation Committee was discussed, but failed to pass City Council. In 1973 the appropriation for the Recreation Department was $1,735,502.[8]

The following served as Directors of Recreation:

| | |
|---|---|
| 1945-1957 | Anthony George Ley |
| 1957-1971 | Florence Meiler |
| 1971- | A. Schimmel |

Series A HAMILTON PLAYGROUNDS ASSOCIATION, MINUTES, 1924-1948, 0.19m.

The minutes of the Hamilton Playgrounds Association discuss all aspects concerning the operation of playgrounds in the city including finances, the

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4 City Council, Minutes, 27 November 1945, 14 March 1946.

5 Ibid., 13 January 1948.

6 Ibid., 11 May 1948.

7 Ibid., 13 March 1956.

8 Hamilton, Treasury, Estimates, 1973, p. 156.

organization of games and sporting activities, and the expansion of playground facilities. They provide insight into the social philosophy underlying the playgrounds movement. Included in this series are some minutes of Playgrounds Association staff meetings for the years 1946-1947 which focus upon operational matters.

Location: Hamilton Public Library, Special Collections Department

Series B HAMILTON PLAYGROUNDS ASSOCIATION, ANNUAL REPORTS, 1918-1948, 0.19m.

Annual reports of the Hamilton Playgrounds Association for the period 1918 to 1947 include the recommendations of that organization on the extension of playgrounds facilities in Hamilton, discuss personnel matters, and detail proposed and completed improvements to existing facilities. The Association's recreational activities are discussed, and attendance figures are provided. The reports comment upon discipline problems at city playgrounds and deal in some depth with the philosophy underpinning the provision of parks and playgrounds.

Location: Hamilton Public Library, Special Collections Department

Series C RECREATIONAL PROGRAMMES, PAMPHLETS, 1918-1961, 0.05m.

This series of pamphlets, published at irregular intervals by the Hamilton Playgrounds Commission and later the Recreation Council, offer advice on the running of recreational programmes and picnics. They provide directions for suitable games for different age groups and discuss organizing such activities.

Location: Hamilton Public Library, Special Collections Department

Series D HAMILTON RECREATION COMMITTEE, ANNUAL REPORTS, 1932-1936, 0.01m.

These annual reports outline the activities of the Hamilton Recreation Committee (for the Unemployed), an organization founded in 1932 to organize city-wide recreational classes for young, unemployed men and women. They discuss the establishment of craft classes, games, and athletic programmes and provide some attendance figures.

Missing: 1933

Location: Hamilton Public Library, Special Collections Department

Series E DIRECTOR OF RECREATION, ANNUAL REPORTS, 1951-1972, 0.14m.

This incomplete series of annual reports includes discussions of the operation of community centres, playgrounds, pools, and rinks. Attendance figures are provided. The reports touch upon personnel matters, the extension of recreational facilities, seasonal programming, and finances.

Location: Hamilton Public Library, Special Collections Department

Series F HAMILTON RECREATION COUNCIL, 1951-1960, 0.02m.

Miscellaneous papers of the Hamilton Recreation Council include reports of meetings, agendas, and by-laws. This unorganized set of papers touches upon a wide variety of concerns including finances, personnel matters, attendance figures, and the expansion of recreational facilities.

Location: Hamilton Public Library, Special Collections Department

Series G DUNDURN CASTLE RESTORATION PROJECT, 1962-1965, 0.11m.

This series contains material relating to the restoration of Dundurn Castle under the National Centennial Act. This was Hamilton's major project to commemorate Canada's Centennial in 1967. "A Proposal for the Restoration of Dundurn" (10 February 1962) offers a plan for the restoration of Dundurn and its auxiliary buildings and provides a prospectus for the potential future use of the buildings. "Restoration Procedures for Dundurn Castle" (16 July 1964) sets out the terms of reference of the Executive Board of the Hamilton Civic Committee for the Restoration of Dundurn Castle. Its duties were to supervise the restoration and recommend a method of operating the Castle upon its completion. Finally, included in this series is a Research File prepared by the Documentary Research Committee. This is a collection of primary and secondary information gleaned from books and periodicals, newspapers, manuscript sources, and maps dealing with Dundurn and Sir Allan MacNab.

Location: Hamilton Public Library, Special Collections Department

Series H NEWSPAPER CLIPPINGS, 1950-1973, 0.15m.

Newspaper clippings, organized chronologically and taken from local newspapers, deal with all aspects of city-operated recreational programmes.

Location: Department of Culture and Recreation, Hamilton City Hall

Series I MISCELLANEOUS FILES, 1970-1973, 1.0m.

These miscellaneous files, organized alphabetically, consist primarily of contracts and correspondence dealing with a wide variety of subjects relating to the Recreation Department including contracting services for maintenance, concessions, concerts, and agreements with organizations such as the Hamilton Tiger Cats.

Location: Department of Cuture and Recreation, Hamilton City Hall

Material within RG19 permits insights into social reform in Hamilton and, more specifically, the perceptions underlying the provision of recreational facilities and programmes in the city. To supplement material found within this collection researchers should turn to local newspapers which published accounts of Hamilton Playgrounds Association meetings and activities. Police Department Annual Reports (RG10, Series A) often discussed the expansion of recreational facilities in terms of reducing juvenile delinquency.

Access Arrangements

RG19 largely is located in the Hamilton Public Library, Special Collections Department. Its hours are Monday to Saturday, 9-5, and Tuesday and Thursday evenings until 9 p.m. Researchers wishing to obtain access to the limited material located in the Culture and Recreation Department at City Hall should contact the Department.

RG20 ARCHITECT'S DEPARTMENT, 1966-1972, 2.67m.

Series A Miscellaneous Papers and Correspondence, 1966-1972, 2.67m.

In 1916 as part of a reorganization of the City Engineer's Department an Architectural Engineering Division was formed to compete with private builders for contracts such as one to erect a military barracks. The Architectural Engineer inspected civic buildings, recommended repairs, and acted as custodian of building plans.[1] Hamilton City Council first discussed appointing a city architect to supervise the construction of public buildings in 1920, but it was decided there was not enough activity to warrant the creation of the office.[2] The subject again was raised in 1932, and the proposition defended on the grounds that it was less expensive to employ a civic architect than to pay commissions to private architects. Supporters of such an appointment argued that it also would lead to greater economy in the preparation of plans and specifications for city buildings. Given the fact that more costly structures meant higher architect's fees, they suggested that the existing system placed "a premium on civic extravagance rather than economy."[3] The city's financial situation resulted in the proposal being shelved: but such suggestions did foreshadow the rationale underlying the creation of the Architect's Department in 1951. In spite of complaints from local architects that "the great disadvantage of installing an Architect's Department would be that in good years and bad, it would, like time, go on forever, and with all of its attendant increasing expenditures," a civic architect was appointed on the grounds of economy, as a way to save on architect's fees for such structures as the new City Hall and the Health Centre.[4]

The existence of the Department, however, was tenuous. In 1961 it was proposed that the Department be eliminated and the architect serve in an advisory rather than an active capacity, estimating the size and cost of civic buildings but leaving their actual design to private architects.[5] In December 1961 a majority of Board of Control voted to abolish the department, and a lengthy debate ensued over this recommendation.[6] Until the matter was resolved it was decided to reduce the staff by half from its 1960 high of two architects and six draftsmen. By the spring of 1962 however, all three remaining draftsmen had resigned,

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1 Hamilton, City Engineer, Annual Report, 1916/1917.

2 Hamilton, City Council, Minutes, 12 January 1920; Hamilton Spectator, 13 January 1920; Hamilton Public Library, Special Collections Department, Clipping File, "Civic Architect", n.d.

3 Spectator, 23 December 1932.

4 Ibid., 12 December 1961, 28 December 1961.

5 Ibid., 8 December 1961.

6 Hamilton, Board of Control, Minutes, 13 December 1961.

largely because of low salaries which could not compete with those offered by private firms.[7]

The matter was not resolved until July 1965 when City Council unanimously voted to maintain the Architect's Department, largely because an additional role was now seen for it in assisting with urban renewal. By that time, Alex German, the City Architect, had been involved on a consulting basis with redevelopment for nearly a year, aiding in the replanning of city blocks in the North End. He continued to prepare plans and specifications for city buildings although outside firms still were appointed to some major projects such as the Mountain Arena.[8] It was, however, his participation in urban renewal which provided new justification for the department's existence. Appropriations for the department rose from $26,500 in 1967 to $69,920 in 1973.[9]

Hamilton's city architects were:

| | |
|---|---|
| 1951-1960 | Stanley Roscoe |
| 1960- | Alex German |
| | (1960-1962 Acting City Architect) |

Series A MISCELLANEOUS PAPERS AND CORRESPONDENCE, 1966-1972, 2.67m.

Organized by year and filed alphabetically within each year, Series A contains correspondence, cost estimates, plans, specifications, and consultants' reports for various project undertaken by the Architect's Department including carparks, recreational facilities, and the Hamilton Theatre Auditorium. Material in this series would be of interest to persons studying architecture and planning.

Access Arrangements

RG20 is located in the Architect's Department located in Hamilton City Hall. Researchers should contact the Department to inquire about obtaining access to this material.

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7 Spectator, 8 December 1961, 9 April 1962, 9 May 1962.

8 Ibid., 14 April 1965; City Council, Minutes, 27 July 1965.

9 Hamilton, Treasury, Estimates, 1967; Estimates, 1973, p. 51.

RG21 PLANNING DEPARTMENT, 1917-1973, 14.80m.

Series A Reports and Transportation Surveys, 1917, 1971, 0.16m.
B Urban Renewal and Redevelopment Studies and Files, 1958-1972, 1.92m.
C Official Plan, 1955-1973, 0.39m.
D Neighbourhood Files, 1971-1973, 1.25m.
E Miscellaneous Files, 1960-1973, 11.00m.
F Aerial Photographs, 1971, 0.08m.

History

City planning became very popular in the early twentieth century with the emergence of the City Beautiful Movement in the United States and the Garden City Movement in Great Britain. Such interest led to the drafting of the 1914 Canadian Town Planning Act and the establishment of a Dominion Commission for Conservation. In Hamilton, Controller Thomas Morris was the leading proponent on City Council of planning, pushing for the creation of a Commission on City Planning and Better Housing to prepare a comprehensive plan for the future, systematic development of the city.[1]

The city sent delegates and exhibits to conferences on city planning and after 1916 provided grants to a Town Planning Board, which acted in a purely advisory capacity.[2] Hamilton's first concrete forays into town planning, however, came in 1917 when the Planning Board hired Noulan Cauchon, an Ottawa-based engineer, to prepare a prospectus for the future development of the city. His Reconnaissance Report on the Development of the Hamilton District (October 1917) and two subsequent studies, The Railway Situation in Hamilton, Ontario (1917, prepared in collaboration with W.F. Tye) and The Report on Mountain Highways (1919), called for improved transportation facilities, urged the city to adopt better conservation policies, and outlined a programme through which Hamilton could become a showcase for urban and architectural design. But with the exception of the construction of a new railway station in the North End of the city, little was done to implement these proposals and formulate an effective planning design, largely because of the expense involved. The Planning Board remained an advisory body, making recommendations on land subdivision and conservation and developing a city plan which included fixed permanent zones for industrial, commercial, and railway operations.[3]

In 1937 another report was prepared but, like its predecessors, it focused on transportation questions and more specifically on the problem of providing

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1 Hamilton, City Council, Minutes, 31 March 1914, 25 May 1915.

2 Ibid., 14 April 1914, 8 June 1915, 30 May 1916, 12 September 1916. Renamed the Town Planning Committee, January 1930.

3 Ibid., 11 June 1918, 18 December 1918, 28 January 1919, 27 July 1923, 8 November 1924, 5 February 1924, 8 April 1924.

access between the lower city and the Mountain.[4] Consequently, Hamilton was without a comprehensive plan, and in 1944 City Council hired E.G. Faludi of Town Planning Consultants to remedy this situation. His 1945 report to Council noted that the Town Planning Committee (which had replaced the Planning Board in 1930), composed of a voluntary, advisory group of citizens who submitted recommendations to Council, had no legal status. The legal power to plan city development was vested in the municipal corporation and exercisable only by City Council under RSO, 1937, c. 266, s. 406. Faludi suggested that a committee of such uncertain status should not be responsible for preparing a master plan and that a City Planning Commission with recognized legal status should be established. It would have a more permanent and effective relationship with other departments and branches of government.[5]

Faludi's 1946 plan, prepared under the Planning and Development Act, 1944 and the Ontario Planning Act, 1946, offered innovative proposals for urban redevelopment in the city including improved transportation facilities, an extended parks and recreational system, slum clearance, and the decentralization and concentration of industry. It provided the city a strong base from which to prepare an Official Plan and zoning by-laws.[6] In January 1947 Oliver Blandy, formerly of the City Engineer's Department, was appointed Planning Commissioner, and a separate Planning Department was created in 1948.[7] The Department was placed under the supervision of the Hamilton Planning Board, created in April 1947 in accordance with the Planning Act and composed of nine citizen members and three city Councillors.[8]

The Board immediately set out to prepare a basic map of Hamilton showing streets and lot lines and including all annexations and surveys to assist in the preparation of zoning by-laws: the most recent map dated back to 1921.[9] In 1950 a zoning by-law was pased, creating a number of classes of land use, clearly spelling out the permitted use for each parcel of land, and regulating the size, height, and specifications of buildings and permitted population density.[10] The by-law implemented the land use aspect of the Official Plan, completed in 1951, which provided a statement of goals and policy for future growth and development or redevelopment in Hamilton. The Official Plan and zoning by-laws could be changed by City Council but only with the approval of the Ontario Municipal Board. With the establishment of the Hamilton and Wentworth Planning

4 City Planning Committee, Report on Existing Conditions Prepared as Base Material for Planning, 31 January 1945; Wilson and Bunnell, Report on Mountain Transportation, 1937.

5 Ibid.

6 E.G. Faludi, A Master Plan for the Development of the City of Hamilton, 1946.

7 City Council, Minutes, 31 January 1947.

8 Ibid., 25 April 1947; By-law 6093, 12 November 1947, 5 December 1947.

9 Ibid., 22 August 1947.

10 By-law 6593, 25 July 1950.

Area Board in March 1950, an effort was made to maintain a regional viewpoint and to co-ordinate planning policies and practices.[11]

Urban renewal was a focus of the activities of the Planning Department in the 1950s and 1960s. The Department worked closely with the Central Mortgage and Housing Commission and the federal and provincial governments to prepare redevelopment studies for the city.[12] Two major transportation studies, completed in 1956 and 1963, paved the way for the one-way street system and the construction of new Mountain accesses and suggested the creation of an interurban freeway system in the city.[13] After 1967 a series of neighbourhood plans was drafted to provide effective guidelines for zoning and redevelopment. There was, however, minimal progress in preparing a new Official Plan. In 1968 to help remedy this problem the Department was reorganized and divided into three sections: Planning Control, responsible for subdivision applications and zoning change applications; Current Planning and Design, overseeing current planning matters, specific projects, and neighbourhood plans; and Future Planning, preparing Official Plan amendments and drafting Official Plan articles. In addition, the Department's staff was doubled from 17 employees to 34 including the Planning Commissioner. Salaries composed 5/6 of the departmental budget.[14] Work on a new Official Plan was begun, and by the end of 1971 draft plans had been prepared for various land uses including recreational land use and open spaces. In 1972 the Department adopted a Planning Data System which provided better linkage with the other branches of city government.[15] Departmental appropriations were $483,220 in 1973, with City Council also contributing $77,970 to the Hamilton and Wentworth Planning Area Board.[16]

The following served as Planning Commissioner:

| | |
|---|---|
| 1947-1948 | Oliver R. Blandy |
| 1948-1952 | David Jamieson |
| 1952-1967 | J.T.C. Waram |
| 1967- | R. Bailey |

Series A REPORTS AND TRANSPORTATION SURVEYS, 1917-1971, 0.16m.

This series of reports and transportation surveys includes: Noulan Cauchon's 1917 and 1919 analyses of the railway and highway situations in Hamilton; reports prepared by the City Planning Committee and Town Planning Consultants laying the groundwork for the establishment of the Hamilton Planning Board and the creation of the Official Plan; and surveys concerning street system and traffic.

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11 Hamilton-Wentworth Planning Area Board, Annual Report, 1956.

12 City Council, Minutes, 22 February 1956, 30 April 1957.

13 Traffic and Transportation Plan for Hamilton, 1956; Hamilton Area Transportation Study, 1963.

14 Hamilton Planning Board, Annual Report, 1969.

15 Ibid.

16 Hamilton, Treasury, Estimates, 1973, pp. 53, 55.

Location: This series is divided between the Hamilton Public Library, Special Collections Department and the Planning Department, Hamilton City Hall. The Cauchon reports can be found at the Library.

Series B URBAN RENEWAL AND REDEVELOPMENT STUDIES AND FILES, 1958-1972, 1.92m.

Series B consists of urban renewal studies of the North End, the Civic Square, central Hamilton, and York Street conducted between 1958 and 1969. Files relating to the Van Wagner's Beach Redevelopment Plan, 1959-1962, contain correspondence concerning the project, housing surveys of the area, maps, and photographs. Urban renewal files, totalling 1.50m. of material, are arranged alphabetically, and include correspondence, feasibility studies, time and cost schedules for redevelopment, applications to the Ontario Municipal Board for rezoning, and social, industrial, and traffic surveys.

Location: This series is divided between the Hamilton Public Library, Special Collections Department and the Planning Department, Hamilton City Hall.

Series C OFFICIAL PLAN, 1955-1973, 0.39m.

Official Plans for various areas of the city and types of land use, drafts of the Official Plan, and amendments are included in this series.

Location: This series is divided between the Hamilton Public Library, Special Collections Department, and the Planning Department, Hamilton City Hall.

Series D NEIGHBOURHOOD FILES, 1971-1973, 1.25m.

These files contain a wide variety of material relating to the Ainslie Wood, Beasley, Central, Colborne, Corktown, Gibson, Kirkendale, Landsdale, Spencer Creek, Stinson, Strathcona, and Sydenham Neighbourhoods. Questionnaires survey various aspects of neighbourhood life such as social services, commercial facilities, quality of life, household characteristics, and suggested neighbourhood improvements. Also included in the series are: rezoning proposals; minutes of neighbourhood committee meetings held to consider proposed changes and improvements; maps and correspondence.

Location: Planning Department, Hamilton City Hall

Series E MISCELLANEOUS FILES, 1960-1973, 11.00m.

This unsorted and unorganized collection contains a wide variety of material generated and collected by the Planning Department. Included in Series E are: newspaper clippings relating to planning; tables showing land values; open space plans; applications for rezoning; studies concerning landmark preservation; zoning by-law prosecutions; budgets; economic studies and forecasts; subdivision statistics; surveys of apartment accomodation within the City; purchase orders; some agendas and minutes of the Planning Board and the Zoning and Subdivision Committees; blueprints; maps; some neighbourhood files; and subdivision applications.

Location: Hamilton Public Library, Special Collections Department

Series F AERIAL PHOTOGRAPHS, 1971, 0.08m.

Aerial photographs, to a scale of 1:40, were taken in 1971 and are filed alphabetically.

Location: Planning Department, Hamilton City Hall

Researchers interested in planning in Hamilton and urban renewal will find considerable overlap between the records contained in RG21 and those in RG16 (Engineering), RG22 (Traffic), RG23 (Real Estate), and RG24 (Community Development). Furthermore, material is duplicated between the Planning Department and the Hamilton Public Library. The records of RG21 permit an examination of the evolution of planning strategies for Hamilton and allow insight into the cohesiveness and function of neighbourhoods within the city. Because of its eclectic nature material from Series E could be applied to a wide variety of studies ranging from housing surveys to the examination of the preservation of heritage sites.

Access Arrangements:

RG21 is divided between the Planning Department, Hamilton City Hall and the Hamilton Public Library, Special Collections Department. The latter's hours are Monday to Saturday, 9-5 and Tuesday and Thursday until 9 p.m. Researchers should contact the Planning Department to inquire about obtaining access to the material located there.

RG22 TRAFFIC DEPARTMENT, 1956-1973, 0.27m.

Series A Traffic and Transportation Plans, 1956-1973, 0.11m.
B Claremont Hill Mountain Access Road, 1969, 0.03m.
C Urban Renewal Papers, 1965-1968, 0.13m.

History

A novelty in 1900, by 1920 increasingly commonplace, and a fact of everyday life by the close of the Second World War, the automobile compelled municipal governments to assume new responsibilities and financial obligations unthought of in earlier days of horse-drawn transportation. City Council passed its first by-law concerning the operation of motor vehicles on city streets in 1912.[1] Within three years proponents of town planning in Hamilton were calling for wider streets to relieve present and future congestion and to meet new traffic requirements.[2] And traffic was not the only problem for with the automobile also came the question of regulating parking. Consequently, Council established a list of streets designated as official parking places.[3]

A Traffic and Street Railway Subcommittee of the Works Committee was formed in 1923 to recommend regulations governing vehicular traffic on streets, to draw up by-laws establishing parking places, hours, and time limits, and to arrange for street and parking signs. Traffic regulations were published in printed form and distributed to drivers.[4] Enforcement was placed in the hands of the Traffic Branch of the Police Department.[5]

For the next 25 years suggestions were made regularly that traffic control was important enough to warrant a separate Committee of Council with duties encompassing the regulation of steam, vehicular, and electric railway traffic, highways, education, law enforcement, and traffic signs and markings.[6] In 1949 Council agreed. A Traffic Committee was set up as well as a department under a co-ordinator/director who was accountable to the Committee and served as its permanent secretary. The co-ordinator prepared detailed studies and information surveys for the Committee concerning traffic arteries, parking regulations, through streets, and other related matters and advised the Committee concerning complaints and applications by delegations. In particular, he worked in concert with the Police Department and was expected to possess detailed knowledge concerning the type, location, and frequency of motor vehicle

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1 Hamilton, City Council, Minutes, 1 May 1912.

2 Ibid., 31 March 1914, 25 May 1915.

3 Ibid., 11 June 1918. Lists of these streets were regularly included in City Council Minutes.

4 Ibid., 13 November 1923.

5 Ibid., 4 March 1941.

6 Ibid., 4 January 1932, 6 January 1947.

accidents in the city.[7] In 1960 his duties were amended by By-law 9353 to include the placement, erection, and maintenance of traffic control devices.[8]

The creation of the Traffic Committee itself was acknowledgement of the difficulties which the growing popularity of the automobile posed. Between 1919 and 1949 the number of registered, non-commercial passenger vehicles in Hamilton had risen from 4,948 to 32, 929; from 1949 to 1968 their number would triple to 96, 706. There was one automobile to every 22 residents in 1919, one to every three in 1969.[9] Indeed, a 1945 "Report of Existing Conditions", commissioned by the Planning Committee, concluded that east-west congestion and other traffic problems were major dilemmas facing the city.[10]

Local government recognized these difficulties. It undertook comprehensive traffic surveys, sought to provide better entrances to the city, and emphasized the creation in the Traffic Department of a staff of trained engineering personnel capable of studying and advising on traffic problems.[11] City Council minutes began to include increasingly lengthy and comprehensive by-laws to regulate traffic. These generally included general traffic directions, information on meters, parking, and stopping, penalties for infractions, and lists of through highways, one-way streets, bus stops and routes, and parking areas. In 1956 a Traffic and Transportation Plan known as the "One-Way Street Plan" was adopted, and in the late 1960s Council implemented the Hamilton Area Transportation Study which, with provincial funding, examined traffic patterns, movements, and improved access to the city.[12] Appropriations for the Traffic Department equalled $1,101,080 in 1973.[13]

Adequate parking facilities also posed a challenge for city government. In 1951 Mayor Lloyd Jackson commented in his inaugural address that in the past Hamilton had made little headway in providing off-street parking. He suggested that the city purchase depreciated, low income properties particularly in the core of the city and, until they were needed for other projects, lease them for parking.[14] In 1957 under the Ontario Municipal Act, the city was empowered to establish a Parking Authority with the ability to expropriate lands for vehicular parking.[15] The Hamilton Parking Authority, composed of three

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7 Ibid., 12 April 1949, 31 April 1949.

8 By-law 9353, 9 December 1960.

9 John C. Weaver, Hamilton: An Illustrated History (Toronto: Lorimer, 1982), p. 201, Table XIII.

10 Hamilton, Planning Committee, Report of Existing Conditions, 1945.

11 City Council, Minutes, 2 January 1951, 25 May 1955.

12 Ibid., 23 May 1956, 5 January 1967, 9 January 1967.

13 Hamilton, Treasury, Estimates, 1973, p. 77.

14 Ibid., 2 January 1951.

15 Ibid., 25 May 1955, RSO, 1950, c. 243, s. 386, p. 52(a).

members sitting for three-year terms, was responsible for the construction, maintenance, operation, control, and management of municipal lands, buildings, or structures where vehicles were parked. It could pass by-laws and fix charges and rates for the use of its facilities. Stipulations were made that the Authority be self-sustaining and that its personnel receive the same benefits as other civic employess.[16]

Traffic Directors

1949-1958 A.H. Lomax
1959-1967 W.E. Ewan
1967- R.J. Desjardins

Series A TRAFFIC AND TRANSPORTATION PLANS, 1956-1973, 0.11m.

The "Traffic and Transportation Plan for Hamilton" (1956) describes existing traffic conditions in Hamilton and offers proposals for the establishment of an integrated transportation system in the city. It examines such subjects as off-street parking, traffic control, mass transportation, and the need for major roadway developments. Estimated costs and traffic pattern studies are provided. Maps of proposed route changes and graphs and charts providing user analyses are included. "A Highway Plan for the Hamilton-Wentworth Area" (1960) offers an analysis of existing area highways in terms of capacity and volume of traffic and recommends changes to accomodate projected urban growth rates by 1982. Graphs and charts are included in the plan. Recommendations to meet Hamilton's projected traffic needs until 1985 are found in the "Hamilton Area Transportation Plan" (1963). This comprehensive report includes proposals for improved arterial streets, freeways, and highways, estimated costs, and a traffic pattern analysis for 1961. "Trucks in the City of Hamilton" (1973) recommends changes to the city's truck route system and contains truck traffic surveys with maps and graphs.

Series B CLAREMONT HILL MOUNTAIN ACCESS PROJECT, 1969, 0.03m.

Series B contains blueprints and specifications relating to the construction of the Claremont Hill Mountain Access Road.

Series C URBAN RENEWAL PAPERS, 1965-1968, 0.13m.

Organized by urban renewal project, Series C contains cost estimates, project outlines, and residential, traffic commercial, population, and building surveys.

Under the City's Records Retention By-law, records generated by the Traffic Department largely are destroyed. Researchers should supplement the urban renewal material found in RG22 by examining RG16 (Engineering and Works), RG21 (Planning), RG23 (Real Estate), and RG24 (Community Development). The Traffic Department's small reference library contains an eclectic collection of reports, studies, journals, and surveys dealing with traffic and urban transit issues throughout North America.

16 By-law 8131, 24 September 1957. Members of Board of Control could not sit on the Parking Authority.

## Access Arrangements

RG22 is located in the Traffic Department, Hamilton City Hall. Researchers should contact the Department to inquire about obtaining access. Some duplicate material for Series A can be found in the Hamilton Public Library, Special Collections Department.

RG23 REAL ESTATE DEPARTMENT, 1957-1973, 17.15m.

| | | |
|---|---|---|
| Series A | City Property Insurance, 1957- | , 0.30m. |
| B | Miscellaneous Files, 1965- | , 5.0m. |
| C | Jackson Square Development Project, 1965-1976, 6.0m. | |
| D | York Street Urban Renewal Project, 1968- | , 4.0m. |
| E | North End Urban Renewal Project, 1968-1976, 1.20m. | |
| F | Claremont Access Project, 1967- | , 0.65. |

History

In 1968 Hamilton City Council established a Real Estate Department. Throughout the preceding 120 years of the city's existence, an ongoing process had occurred with the Corporation disposing of and acquiring much property through appropriations, purchases, and tax sales. The Property Committee of Council managed and reported on matters relating to city-owned real estate. Eventually, the Assessment Department, after 1910 under the supervision of the Board of Control which under By-law 900 s. 42j was "to consider and report on all matters connected with the sale or disposal of any lands which have been or hereafter may be bought in for taxes", came to assume responsibility for the purchase of all property required by the city and the sale of all Corporation-held properties.[1] The City Treasurer, as well, recommended the sale of city properties when he felt the real estate market was advantageous.[2] Early City Council minutes on occasion provided comprehensive lists of city-owned real estate, but in the main it was not until the formation of the Board of Control that real estate listings were regularly incorporated into the minutes.

Two programmes of land acquisition lay behind the creation of a separate branch of civic government for real estate. First, in the late 1950s and 1960s Hamilton embarked upon major urban renewal schemes in the city's core and North End, leading the Corporation to purchase large amounts of property in these areas for redevelopment. Second, the city, preparing to embark on the Claremont Hill Mountain Access Project, was engaged in obtaining land for road allowances. The growing volume of city-sponsored real estate activity recommended the formation of a separate real estate branch. Moreover, its creation would allow the Assessment Department to confine its activities to its original mandate of assessment and reassessment.[3] The new department was responsible for purchasing, selling, leasing, and renting all civic properties.

Directors of the Real Estate Department:

| | |
|---|---|
| A.C. Bentley | 1968-1971 |
| R.M. Hemingway | 1971- |

1 By-law 900, s. 42j, 8 November 1910.

2 Hamilton, City Council, Minutes, 10 June 1941.

3 Ibid., 11 June 1968.

Series A CITY PROPERTY INSURANCE, 1957- , 0.30m.

Organized by address, this series contains the insurance records for city-owned properties and inquiries from insurers and civic officials concerning the same. Included are insurance policies, and plans, maps, and photographs for each property in question.

Series B MISCELLANEOUS FILES, 1965- , 5.0m.

Series B, roughly organized in alphabetical order, contains miscellaneous files relating to all aspects of the Real Estate Department's activities, but most specifically urban renewal and the purchase and expropriation of properties for such projects. Included is correspondence with other levels of government concerning urban renewal.

Series C JACKSON SQUARE DEVELOPMENT PROJECT, 1965-1976, 6.0m.

These records, organized alphabetically, consist of material relating to all aspects of the Jackson Square Development scheme, from the expropriation and acquisition of land for the project to planning the new complex. The series is heavily weighted towards the subject of the expropriation of property by the city in the King, McNab, York, and Market Streets area. Separate files deal with each property expropriated and contain diagrams, plans, and photographs of the property and statements of assessed values. Correspondence files between the city and the owner or his agents deal with the question of establishing appropriate compensation.

Series D YORK STREET URBAN RENEWAL PROJECT, 1968- , 4.0m.

These records, arranged by address, relate to the expropriation of property by the city as part of the York Street Urban Renewal Project. Each package of material contains photographs of expropriated property and statements of assessed value. Often correspondence is included relating to expropriation and the rate of compensation.

Series E NORTH END URBAN RENEWAL PROJECT, 1968-1976, 1.20m.

This series contains material dealing with the expropriation of property by the city for its North End Urban Renewal Project. Separate files, organized by address, cover each piece of property expropriated and contain statements of assessed value, descriptions and photographs of the property, and memoranda concerning establishing its market value.

Series F CLAREMONT ACCESS PROJECT, 1967- , 0.65m.

Arranged alphabetically, these files contain surveys, plans, cost estimates, and correspondence relating to the acquisition of land to be used for road allowances in the Claremont Mountain Access Project.

The Real Estate Department was not formed until 1968. Until that time its functions were carried out by the Assessment Department. When the new Department was established, many of the real estate records dealing with the pre-1968 period were destroyed. This fact is reflected in the nature of RG23. The collection covers only the years after 1957, and those records which do remain

are concerned primarily with the question of urban renewal, the city's chief preoccupation in the post 1955 period. This material should be used in conjunction with urban renewal records contained in RG7 (City Solicitor's Department), RG21 (Planning), RG24 (Community Development Department), and RG 16 (Engineering) to obtain a more detailed picture of the various development projects and strategies pursued by the city. There is some duplication of material between the record groups.

Access Arrangements

RG23 is found in the Real Estate Department, Hamilton City Hall. Access to the records is restricted. Much material is not open as the Real Estate Department specifically falls under Hamilton's Records By-law and because of the personal nature of some of the files.

RG24 COMMUNITY DEVELOPMENT DEPARTMENT, 1960-1973, 7.22m.

Series A Correspondence, 1961-1972, 4.56m.
B Scrapbooks, 1961-1972, 1.02m.
C North End Urban Renewal Papers, 1966-1972, 1.26m.
D Van Wagners Beach Papers, 1960-1971, 0.10m.
E Civic Square Urban Renewal Scheme, 1965-1967, 0.27m.
F Central Hamilton Urban Renewal Study, 1965, 0.01m.

History

Urban renewal was a central preoccupation of municipal government in Hamilton in the post 1955 period. An Urban Renewal Study, commissioned by the Board of Control, surveyed all residential areas in the city and indicated nine priority areas chiefly around the core needing redevelopment. In accordance with its recommendations, in 1959 a 10-year plan was instituted to convert 175 acres on the lakefront into a waterfront park and recreation area, later to be named Confederation Park.

In May 1960 City Council, on the recommendation of the Planning Board, unanimously gave Board of Control permission to appoint an Urban Renewal Committee.[1] Strictly an advisory body, final decision concerning its plans and expenditures remained with Council. Over time, subcommittees were established dealing with minimum building standards and rehabilitation, community relations, and personnel. The Committee's Executive Secretary, its single employee, worked in connection with the Planning Department, collecting information concerning urban renewal and advising the Committee.[2]

As new urban renewal projects were begun in the North End and the York Street Area, advisory committees were set up in each affected district to represent local citizens at Urban Renewal Committee meetings. Site offices were opened which served as a clearing house for local residents and distributed pamphlets and newsletters, organized public information meetings, and provided speakers on urban renewal.[3] With the Civic Square Project the city embarked on the redevelopment of a purely commercial area. The Urban Renewal Department was established in 1965 when the North End Redevelopment began. The Executive Secretary of the Urban Renewal Committee became the director of the new department which by 1968 had 14 employees.[4]

Authority for urban renewal was provided by the National Housing Act, 1954, s.23 and The Planning Act of Ontario, R.S.O., 1960, s. 20-25. Redevelopment expenses were shared by the three levels of government, with the federal authorities assuming 50% of the cost, the province 25%, and the

1 Hamilton, City Council, Minutes, 9 May 1960.

2 Hamilton Spectator, 21 January 1961.

3 Urban Renewal Summary <6, nd.

4 Spectator, 31 June 1969.

municipality a further 25%. In 1968 urban renewal expenditures composed almost 7% of Hamilton's Capital Budget.[5]

The creation of the Community Development Department in 1972 was motivated by a decision on the part of the federal government no longer to fund urban renewal. The new ten member department, under the direction of Reg Monaghan, was approved by City Council in a 17-3 vote. It was to carry out the remaining work left to be completed on urban renewal projects and to enforce the minimum housing standards by-law.[6] The day of large redevelopment schemes was over, and attention now was focused on rehabilitating existing housing. The department concentrated on organizing community programmes to fix up and reclaim neighbourhoods, carrying out the improvement recommendations of the Planning Department, and conducting public seminars to show citizens how they could play a more constructive role in civic government. The first efforts of the Community Development Department were in the Strathcona District in the northwest area of the city. In 1973 the department had an appropriation of $106,400.[7]

The Directors of Urban Renewal/Community Development were:

1961-1964 Graham Emslie
1968-1971 Lloyd Berryman
1972- Reginald C. Monaghan

Series A CORRESPONDENCE, 1961-1972, 4.56m.

Series A contains alphabetically filed correspondence covering all facets of the Community Development Department's operations. The bulk of this series deals with urban renewal and redevelopment schemes in Hamilton and, more specifically, the North End, York Street, and Civic and Jackson Square Projects.

Series B SCRAPBOOKS, 1961-1973, 1.02m.

These scrapbooks contain newspaper clippings, entered by date, largely culled from local newspapers and from periodicals. They cover a wide range of subject including urban redevelpment, neighbourhood improvement programmes, the establishment and enforcement of housing standards, the organization and operation of community centres, and housing.

Series C NORTH END URBAN RENEWAL, 1963-1972, 1.26m.

Series C largely contains correspondence and miscellaneous files dealing with the North End Urban Renewal Scheme. Over one-half of this series consists of alphabetically filed correspondence from the provincial and federal governments, North End residents and their spokesmen, and internal memoranda concerning the project. Miscellaneous files include: outlines of proposed changes for the North End; social, economic, and demographic area evaluations

5 Urban Renewal Summary, #6.

6 City Council, Minutes, 6 July 1972.

7 Hamilton, Treasury, Estimates, 1973, p. 58.

complete with graphs, charts, maps, and plans; acquisition reports listing the properties acquired for the project and the prices paid; accounts; and Urban Renewal Committee reports. Material from the city's submission to an Ontario Municipal Board hearing held in March 1963 on the North End Redevelopment is filed separately and consists of budget proposals and cost estimates, plans and maps, OMB applications briefs from North End residents and other interested parties on the proposal, and area surveys. Approximately 15cm. of material are site photographs of the various properties contained in the North End Redevelopment area. These exterior photographs are organized by address.

Series D VAN WAGNER'S BEACH, 1960-1973, 0.10m.

These papers, filed at random, contain a 1960 proposed park development plan examining among other things, the redevelopment of the area, potential land use, and the facilities to be installed. Miscellaneous correspondence covers many aspects of the Beach redevelopment.

Series E CIVIC SQUARE URBAN RENEWAL, 1965-1967, 0.27m.

Series E contains physical, commercial, and residential analyses of the redevelopment area, household evaluations, and reports concerning proposed changes, complete with plans. As well, the proceedings of a joint review meeting held between September and December 1967 with Triton Centres, Ltd. on the Civic Square Commercial Redevelopment is included. This report contains questions from residents and interested parties concerning various aspects of the redevelopment in downtown Hamilton and answers from the Urban Renewal Department and the developers.

Series F CENTRAL HAMILTON URBAN RENEWAL STUDY, 1965, 0.01m.

This study consists of an evaluation of the physical character of the city core including land use and roads, analyses of traffic, pedestrian activity, and public transportation, surveys of educational, religious, social, and recreational services in the area, discussions of substandard areas requiring upgrading and development, and a general redevelopment plan for the area complete with maps.

RG24 provides useful material concerning urban renewal in Hamilton and the public response to redevelopment. It permits a study of the city's growing commitment to and rationale for urban renewal, co-operation between different levels of government concerning redevelopment, interaction between the city and developers, and public interest about urban renewal. Combined with RG21 (Planning) and RG23 (Real Estate), RG24 allows a detailed survey of urban renewal.

Access Arrangements

RG24 is located in the Community Development Department at Hamilton City Hall. Researchers should contact the department to inquire about obtaining access to this material.

RG25 PURCHASING DEPARTMENT, 1950- , 2.0m.

Series A Cardex File, 1950- , 2.0m.

History

Responsibility for purchasing originally was under the direction of the City Engineer's Department. In April 1912 it was partially transferred to the newly formed City Accountant's Department. The Accountant issued all orders for supplies and supervised purchasing, the payment of accounts, and arrangements for repairs.[1] The appointment of a purchasing agent first was discussed in 1915 but was not done until 1922.[2] In May 1926 a Purchasing Department was established to coordinate and oversee all purchases made by the city and to evaluate requests for municipal grants. The new department was connected to the Industrial and Publicity Department, with the Industrial Commissioner also acting as Purchasing Agent.[3] In 1933 the two departments were amalgamated.[4] With the creation of the Hamilton and District Industrial Commission in 1951, a separate Purchasing Department again was organized. Under the supervision of John W. McNab, appointed Director of Purchasing in 1951, operations were streamlined, greater emphasis was placed on bulk purchasing, and work increasingly was delegated to private agencies where it could be done at less expense.[5] Appropriations for the department stood at $168,610 in 1973.[6]

The following served as Purchasing Agent/Director of Purchasing:

| | |
|---|---|
| 1922-1934 | A.P. Kappelle |
| 1934-1949 | H.D. Fearman |
| 1949-1951 | E.L. Crowther |
| 1951- | John W. McNab |

Series A CARDEX FILE, 1950- , 2.0m.

The Purchasing Department Cardex File, organized alphabetically by the name of the supplier, records the date of purchase, the type of purchase, and the price of the item.

Purchasing Department records fall under the city's Record Retention By-laws, and purchasing orders, requisitions, invoices and departmental correspondence are retained for three to five years from their date of issue.

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1 Hamilton, City Council, Minutes, 29 April 1912; By-law 1285, 29 April 1912.

2 City Council, Minutes, 11 January 1915; Hamilton, City Enginner, Annual Report, 1922.

3 City Council, Minutes, 11 May 1926.

4 Ibid., 28 March 1933.

5 Hamilton Spectator, 25 February 1957.

6 Hamilton, Treasury, Estimates, 1973, p. 28.

Researchers interested in pre-1950 purchases should turn to RG8, Treasury. For example, disbursement ledgers (RG8, Series L) for the period 1855-1907 list the names of those companies and individuals with whom the city did business and then chronologically record the date, the transaction, and its cost. City Council Minutes, RG1, also list accounts and expenditures for this period.

Location

RG25 is located in the Purchasing Department, Hamilton City Hall. Researchers wishing to examine this material should contact the department to inquire about obtaining access to it.

RG26 PROPERTY DEPARTMENT

In September 1949 a central Property Maintenance Department was organized under R. Matteson to take care of repairs, maintenance, and ordinary improvements to all city-owned properties.[1] Total departmental appropriations for 1973 were set at $1,518,990 with $1,413,750 allocated for maintenance.[2]

1 Hamilton Spectator, 27 September 1949, 2 January 1951.

2 Hamilton, Treasury, Estimates, 1973, p. 45.